



United States Postal Service  
Enhanced Click-N-Ship<sup>®</sup>: **Label Creation**  
User Guide

*Last Updated – September 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.

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.

Click-N-Ship® 2 Cart

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

All Labels (67) Batches (72)

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

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Payaloune an Team LLC PERMAN ST SCOTTSBLUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage <a href="#">Edit Extra Services</a>	\$12.20	<span>✓</span> Added to cart <a href="#">Edit Label</a>

## 2) Verify your Sender Details

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

- a) 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  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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)

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

\*Street Address Apt/Suite

\*City \*State \*ZIP Code™

Save to Address Book  
 Set as Default Return Address

Save

( v )

( ii )

( iii - iv )

- 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**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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.

( i )

✕

### Tracking Notifications for Sender

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

<b>Email</b> <input style="width: 95%;" type="text" value="john.doe@gmail.com"/>	<b>Phone</b> <input style="width: 95%;" type="text" value="(704) 780-2387"/>
---	---

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

Email	Text	
<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** ( iii )

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](http://www.usps.com/privacypolicy)

( ii )



### 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. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

( a )

( i )

( b )

#### Step 1: Recipient Details

[Manage Address Book](#)

Please provide first and last name and/or company

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

Company

#### Recipient Address

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

\*Country

United States of America

\*Street Address

Apt/Suite/Other

\*City

\*State

AL - Alabama

\*ZIP Code™

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

Max Character Limit: 30

4) Enter the Reference Number (optional)

- a) 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*).

**Recipient Address**

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

\*Country  
United States of America

\*Street Address Apt/Suite/Other

\*City \*State \*ZIP Code™

AL - Alabama

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

Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

- a) 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.

**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

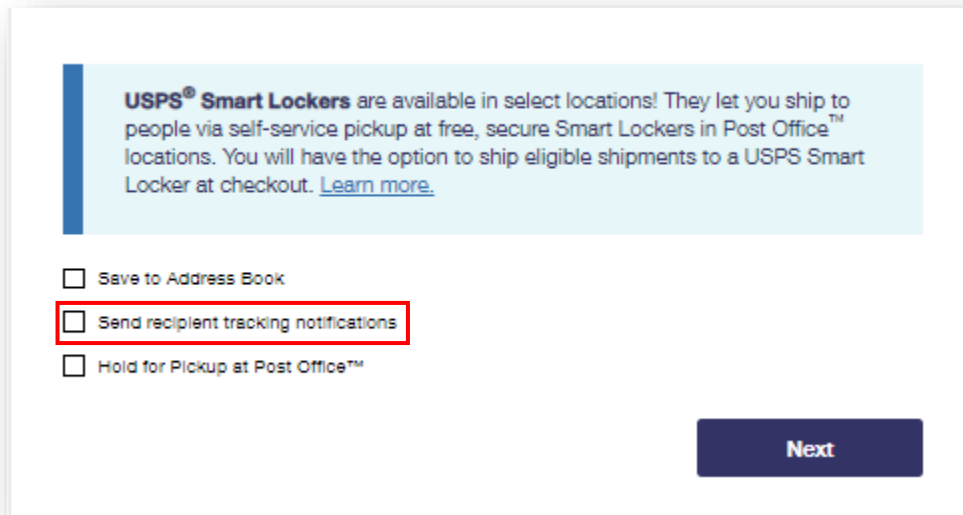
Hold for Pickup at Post Office™

Next

## 6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

- a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.



The screenshot shows a shipping interface with a light blue header box containing information about USPS Smart Lockers. Below this, there are three unchecked checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red border), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the form area.

**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**

- b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** 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.

(i)

### Tracking Notifications for Recipient

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

Email	Phone
<input type="text"/>	<input type="text"/>

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

(ii)

Email	Text	
<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

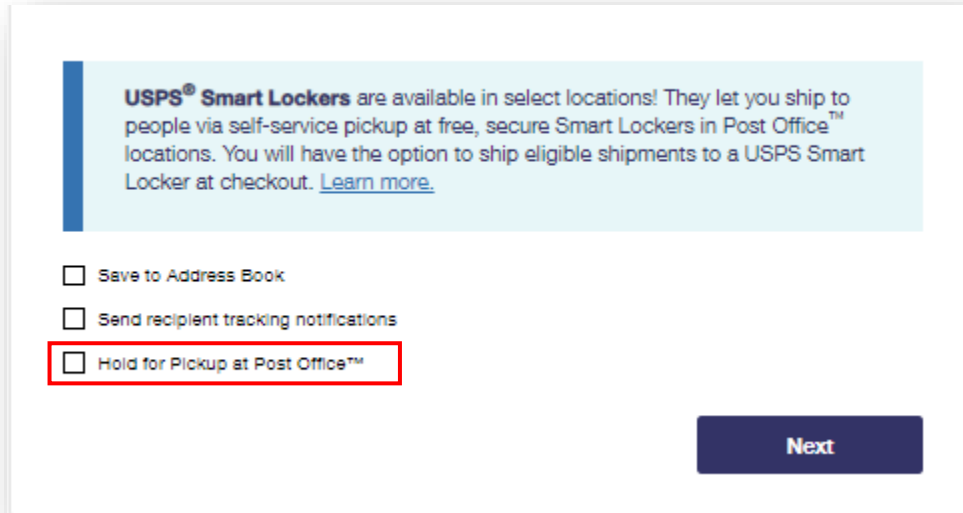
(iii)

#### 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](http://www.usps.com/privacypolicy)

## 7) Select Hold For Pickup (optional)

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



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.](#)

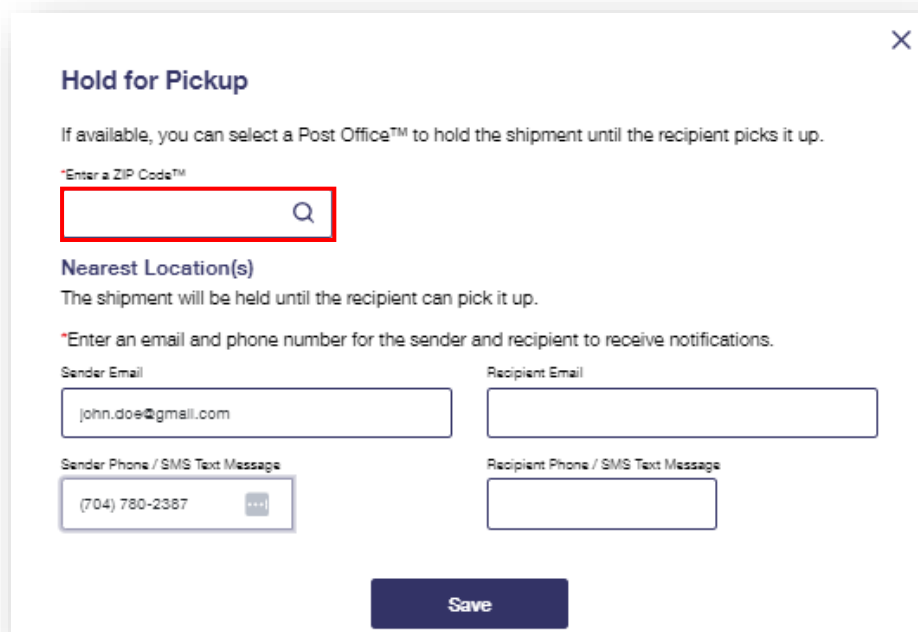
Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

- b) If the **Hold for Pickup at Post Office™** checkbox was selected, a **Hold for Pickup** modal will be displayed.
- i. To find the nearest Post Office™ location available for pickup, Enter the desired Zip Code™ in the **Enter the ZIP Code™** text field.



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.

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

Sender Email: john.doe@gmail.com

Recipient Email:

Sender Phone / SMS Text Message: (704) 780-2387

Recipient Phone / SMS Text Message:

Save

- 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™

28262

**Nearest Location(s)**  
The shipment will be held until the recipient can pick it up.

<input checked="" type="radio"/> <b>NORTH TRYON</b> 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> <b>NEWELL</b> 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the 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 john.doe@gmail.com	Recipient Email
Sender Phone / SMS Text Message (704) 780-2387 ⓘ	Recipient Phone / SMS Text Message

**Save** ( iv )

## 8) Confirm Sender and Recipient Details

- a) 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

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

**NORTH TRYON**  
8700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

**Next**

9) Select Hazardous Material Type (If Applicable)

- a) Select 'Yes' if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more.
  - i. To view a detailed list of HAZMAT examples, select '**View examples ofailable and nonailable hazardous materials'**
- b) Select 'No' if your *mailpiece* does not contain any hazardous or dangerous materials.

( i )

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

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples ofailable and nonailable hazardous materials \(HAZMAT\).](#)

**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](#)

( a / b )

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

- Yes
- No

**Notice:** By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.



- c) If **YES** was selected, a HAZMAT modal will be displayed.
  - i. 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	<b>*Mercury</b>
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](http://www.usps.com/hazmat)

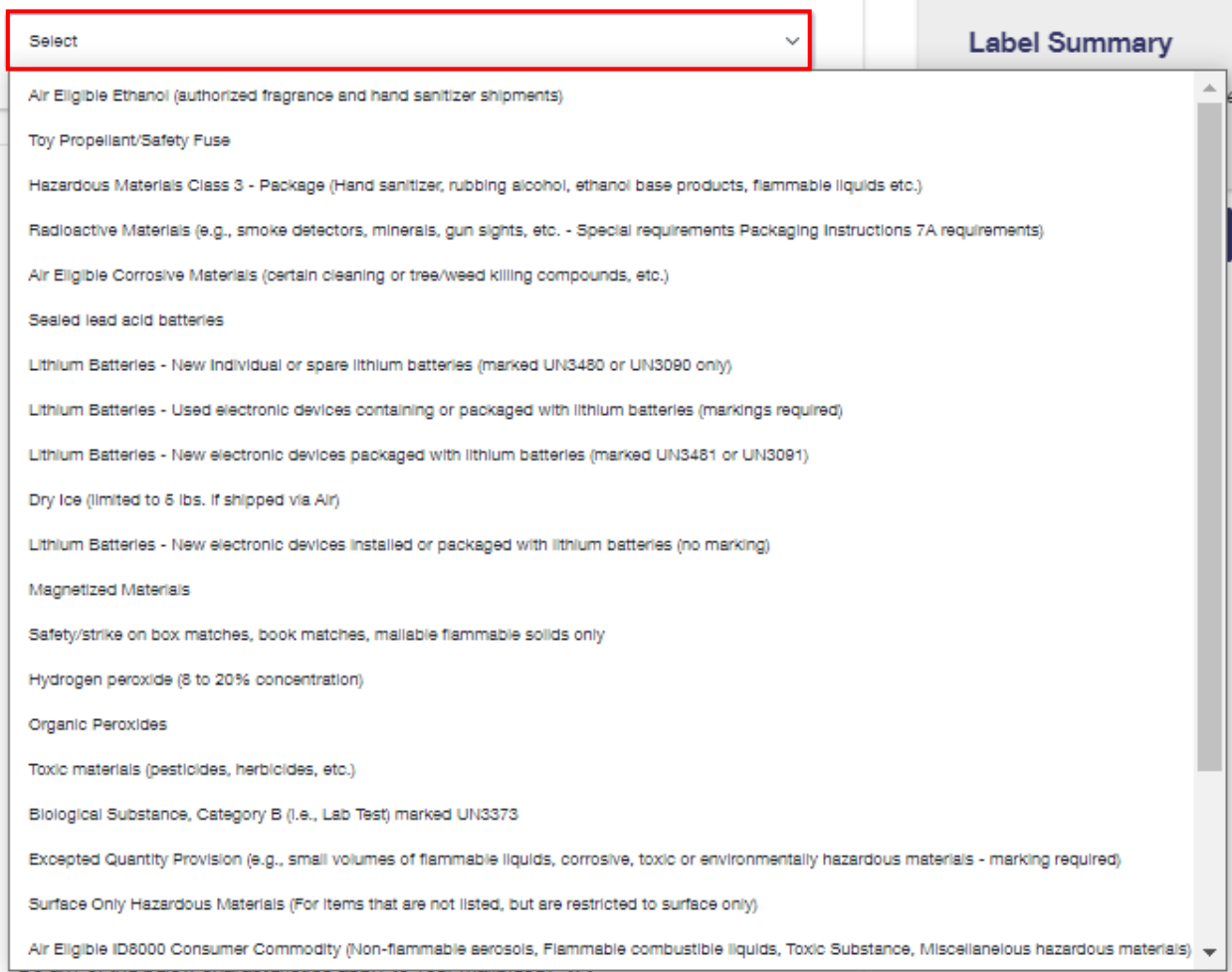
(i)

(ii)

**I understand**

**Nevermind, I am not shipping HAZMAT**

- d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.






## 10) Select the Shipping Date

- a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

**Shipping Date**  
Choose a date up to 7 days from today.

08/04/2024 

September 2024  

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9	10	11	12

Clear Today

**Mailpiece Type**  
Select a product or a Priority Mail Express Flat Rate® product for packaging.  
If you are shipping a Priority Mail Express Flat Rate® product, please go to your local Post Office™.

What would you like for this mailpiece?

## 11) Select the Mailpiece and Service Type (Option 1)

- a) Select the **USPS® Flat Rate Packaging** Mailpiece Type (*note, if HAZMAT was selected, only Choose your own box will be available*).

**Shipping Date**  
Choose a date up to 7 days from today.

08/04/2024 

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

- b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.

**Select Your Service and Mailpiece Type**

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

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

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

Select a Service ▼

Priority Mail®	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express®	1-2 Day Delivery   Starting from \$26.35

- c) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.
- i. Note, if you selected Priority Mail® Express as your Service Type, you will be able to view the drop-off locations available by selecting the hyperlink.

(c)

**View Mailpiece Types**

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

Prices are based on shipping Priority Mail Express® from ZIP Code™ 78255 to 28262 on 09/04/2024.

[Priority Mail Express® Drop-Off Locations](#)


Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Sep 05, 2024 1-Day Delivery	<b>\$26.35</b> Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Sep 05, 2024 1-Day Delivery	<b>\$26.65</b> Per Label

(i)

12) Select the Mailpiece and Service Type (Option 2)

- a) Select the **Choose Your Own Box** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

- b) If you selected **Choose your own box**, you will be required to enter further details about the box.
- ii. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)

\*What is the weight of your mailpiece?


0	lb	0	oz
---	----	---	----

\*What are the dimensions of your mailpiece?

Length		Width		Height	
0	in	0	in	0	in

- iii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

This mailpiece isn't a standard, rectangular box.

Girth 

0	in
---	----

- iv. If your mailpiece 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 mailpiece from the dropdown.

Do any of the below characteristics apply to your mailpiece? ⓘ

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

Rate<sup>®</sup> product

an.

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

**Select Your Service and Mailpiece Type**

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

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

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

( e ) Select a Service ▼

Priority Mail®	1-3 Day Delivery   Starting from \$7.80
Priority Mail Express®	1-2 Day Delivery   Starting from \$30.45
USPS Connect® Local	1-2 Day Delivery   Starting from \$3.85
USPS Connect® Local Mail	1-2 Day Delivery   Starting from \$2.85
USPS Ground Advantage™	2-5 Day Delivery   Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery   Starting from \$8.87
Priority Mail® Cubic	1-3 Day Delivery   Starting from \$8.01

( i )

- d) If **USPS Connect® Local / Mail Service Types** was selected, click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**Select Your Service and Mailpiece Type**

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

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

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

USPS Connect® Local

**View Mailpiece Types**

- i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations*).

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

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

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

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



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

### Choose Your Drop-off Location

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

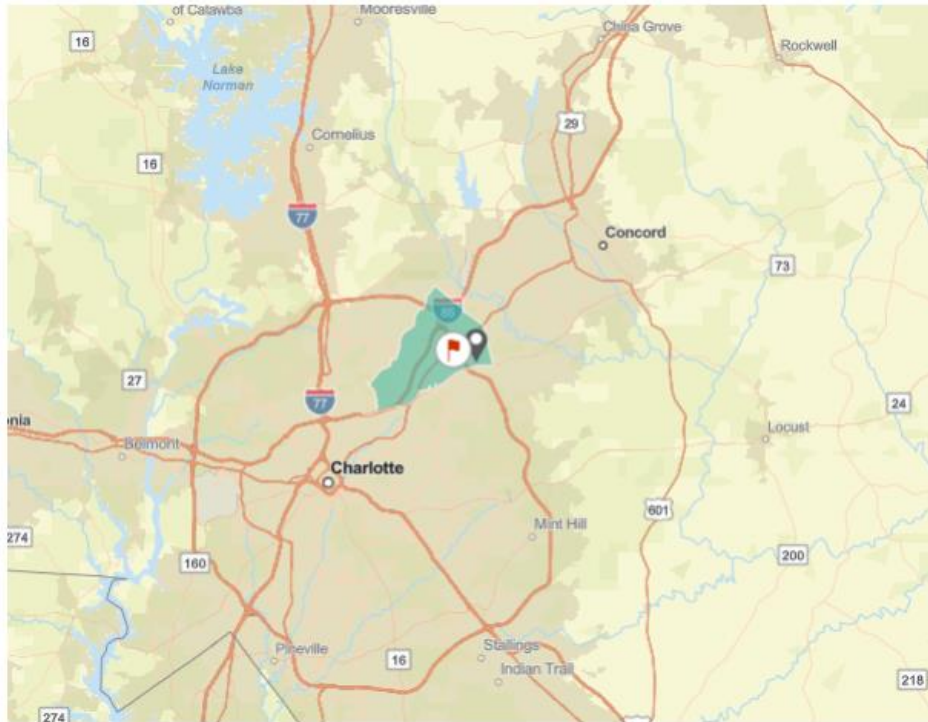
#### USPS Connect® Local - Destination Delivery Unit ("DDU")

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

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

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

Show More Locations



- e) If you selected any of the other **Service Types** (Priority Mail®, Priority Mail Express®, Priority Mail® Cubic, USPS Ground Advantage®, or USPS Ground Advantage® Cubic), click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**Select Your Service and Mailpiece Type**

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

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

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

Priority Mail Express®

**View Mailpiece Types**

- i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, the prices and scheduled delivery dates displayed are calculated based on the Service Type selection, your Return Address, and Recipient Address locations.*)

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

Prices are based on shipping **Priority Mail Express®** from ZIP Code™ **78255** to **69361** on **07/17/2024**.

[Priority Mail Express® Drop-Off Locations](#)

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Jul 19, 2024 2-Day Delivery	<b>\$26.35</b> Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Jul 19, 2024 2-Day Delivery	<b>\$26.65</b> Per Label
<input type="radio"/> Priority Mail Express® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Jul 19, 2024 2-Day Delivery	<b>\$26.85</b> Per Label

- ii. If you would like to drop off your mailpiece at a nearby Post Office™, select the **Priority Mail Express® Drop-Off Locations** hyperlink to see the near locations available.

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

Prices are based on shipping **Priority Mail Express®** from ZIP Code™ **78255** to **69361** on **07/17/2024**.

[Priority Mail Express® Drop-Off Locations](#)

- iii. View the available Priority Mail Express® Drop-off locations along with the **service commitment** and **drop-off times** available for that location.

**Priority Mail Express® Drop-Off Locations** ✕

POST\_OFFICE  
5837 DE ZAVALA RD SAN ANTONIO, TX 78249

**Service Commitment**  
2-Day Delivery By 5:00 PM

**Drop-off By**  
5:00 PM

### 13) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

- a) Enter the **item description**.
- b) Enter the Item **weight (lbs.)** - if not applicable, enter '0'.
- c) Enter the item **weight (oz)** - if not applicable, enter '0'.
- d) Enter the **item value**.
- e) Enter the item **quantity**.
- f) To add another item, select **+Add Item**.
- g) Enter the **mailpiece value** (you can enter a value up to and including \$5,000).

**Step 3: Content Details**  
This information is required for labels that require a customs form.

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

**Item #1**

Item Description (a)      Item lbs (b)      Item oz (c)

(d)      \$      QTY      (e)

(f)      [+Add Item](#)

**Mailpiece Details**

Mailpiece Value      (g)

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

14) Select an Extra Service(s)

- a) If you are interested in adding an extra service to your mailpiece(s), select the checkbox of the interested extra service (*note, the extra services listed will vary depending on the service and mailpiece type that was selected*).

**Step 4: Select Extra Services**

<input type="checkbox"/>	Signature Services ⓘ	Fee Varies
<input type="checkbox"/>	Create a return label ⓘ	Charged upon use
<input type="checkbox"/>	Label Delivery ⓘ	\$1.25
<input type="checkbox"/>	Hide Postage on Label ⓘ	Free

- b) If you would like to give the recipient the option to provide a USPS Electronic Signature Online® to inform the Shipper that the mailpiece(s) have been received, select the **Signature Services** checkbox and select a Signature Service by selecting the **Select a signature service** dropdown (*Note, the Signature Confirmation signature service will be FREE for Priority Mail Express® mailpiece types*).

**Step 4: Select Extra Services**

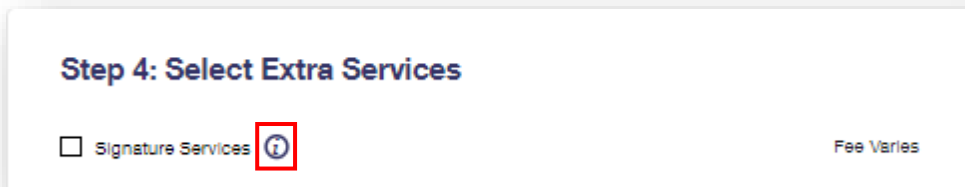
Signature Services ⓘ Fee Varies

\*Select type of signature service

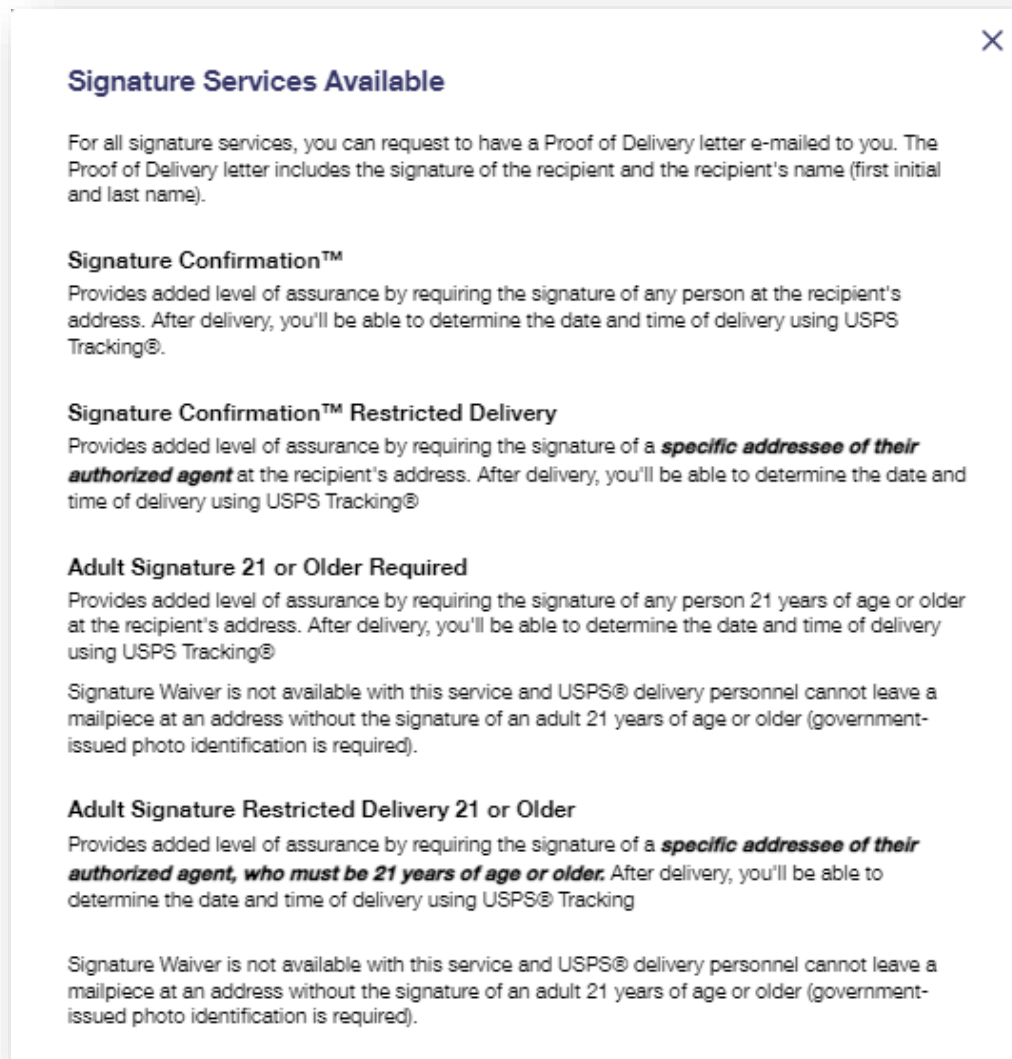
Select a signature service

<input type="checkbox"/>	Signature Confirmation™	\$3.70
<input type="checkbox"/>	Adult Signature 21 or Older Required	\$9.35
<input type="checkbox"/>	Adult Signature Restricted Delivery 21 or Older	\$9.65

- i. To view more information on the types of the signature services, select the **Signature Services Tooltip**.



- ii. Once the tooltip is selected, a **Signature Services Available Popup Modal** will be displayed.



- c) If you would like to create a return label for your package, select the **Create a Return Label** checkbox and select a Return Service by selecting the **Select a return service** dropdown.

**Step 4: 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

- 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.

**Step 4: 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

**Create a Return Label**

This return label will be generated with the associated outgoing label. **You will not be charged for this return label unless it is used by the recipient.** You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on the label will be the same as the return address for the outgoing label.

- d) If you would like to add the USPS® Label Delivery service (where USPS® delivers outbound and return labels to residential and business addresses for a fee charged per label), select the **Label Delivery** checkbox.

**Step 4: Select Extra Services**

<input type="checkbox"/> Signature Services ⓘ	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	Charged upon use
<input checked="" type="checkbox"/> Label Delivery ⓘ	\$1.25

This label will be delivered to your return address for this label:

**Earth Actually**  
8763 COMANCHE GAP  
SAN ANTONIO, TX 78255

**Note:** if you have selected to create a return label, you will be charged for label delivery for both the outbound and return labels

<input type="checkbox"/> Hide Postage on Label ⓘ	Free
--	------

- i. To view more information on the Label Delivery service, select the **Label Delivery Tooltip**.
- ii. Once the tooltip is selected, a **Label Delivery Popup Modal** will be displayed.

**Step 4: Select Extra Services**

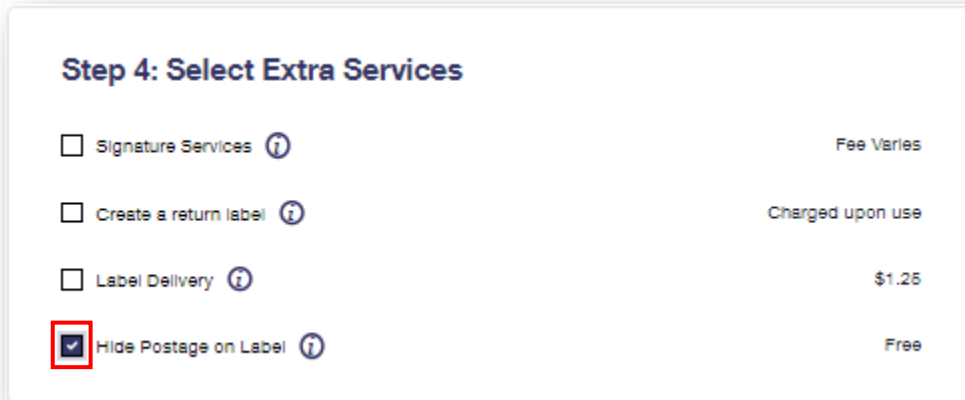
<input type="checkbox"/> Signature Services ⓘ	Label Delivery	Fee Varies
<input type="checkbox"/> Create a return label ⓘ	With USPS Label Delivery, we can deliver outbound and return labels to residential and business addresses for a fee charged per label.	Charged upon use
<input checked="" type="checkbox"/> Label Delivery ⓘ	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.	\$1.25

This label will be delivered to your return address for this label:

**Earth Actually**  
8763 COMANCHE GAP  
SAN ANTONIO, TX 78255



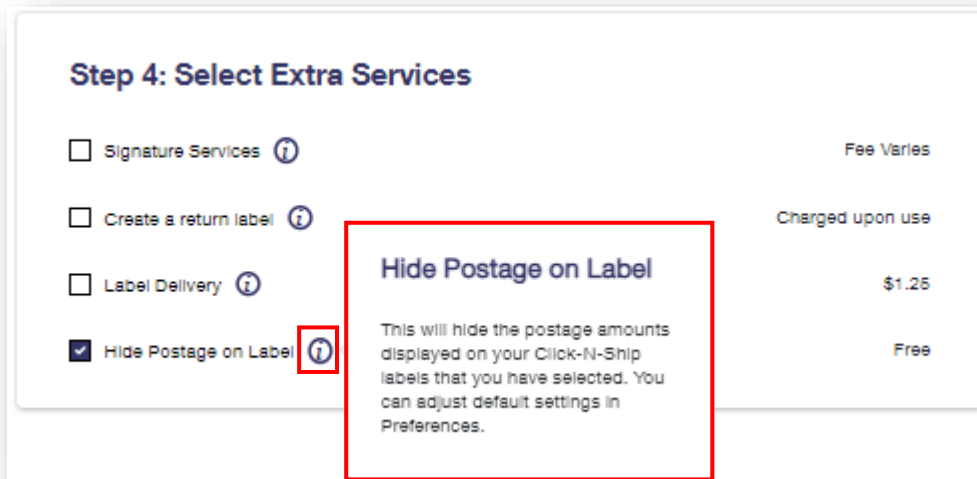
- e) If you would like to hide the postage on your label, select the **Hide Postage on Label** service checkbox.



**Step 4: Select Extra Services**

<input type="checkbox"/>	Signature Services ⓘ	Fee Varies
<input type="checkbox"/>	Create a return label ⓘ	Charged upon use
<input type="checkbox"/>	Label Delivery ⓘ	\$1.25
<input checked="" type="checkbox"/>	Hide Postage on Label ⓘ	Free

- i. To view more information on the Hide Postage on Label service, select the **Hide Postage on Label Tooltip**.
- ii. Once the tooltip is selected, a **Hide Postage on Label Popup Modal** will be displayed.



**Step 4: Select Extra Services**

<input type="checkbox"/>	Signature Services ⓘ	Fee Varies
<input type="checkbox"/>	Create a return label ⓘ	Charged upon use
<input type="checkbox"/>	Label Delivery ⓘ	\$1.25
<input checked="" type="checkbox"/>	Hide Postage on Label ⓘ	Free

**Hide Postage on Label**

This will hide the postage amounts displayed on your Click-N-Ship labels that you have selected. You can adjust default settings in Preferences.

### 15) 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)

<b>Label Summary</b>	
<b>Estimated Delivery: Sep 07, 2024</b>	
<b>Priority Mail Express® Flat Rate Envelope</b>	\$26.35
\$100 insurance included	Free
USPS Tracking®	Free
Hide Postage on Label	Free
<hr/>	
<b>Total</b>	\$26.35

### 16) 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**.
  - i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



(a)

(b)

### 17) Select to Ship to a USPS® Smart Locker (Optional)

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 adding the label to the cart, you will be notified if a USPS® Smart Locker is available near the recipient’s address. If you would like to ship your mailpiece to the USPS® Smart Locker, select **Ship to Locker**.



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

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart

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

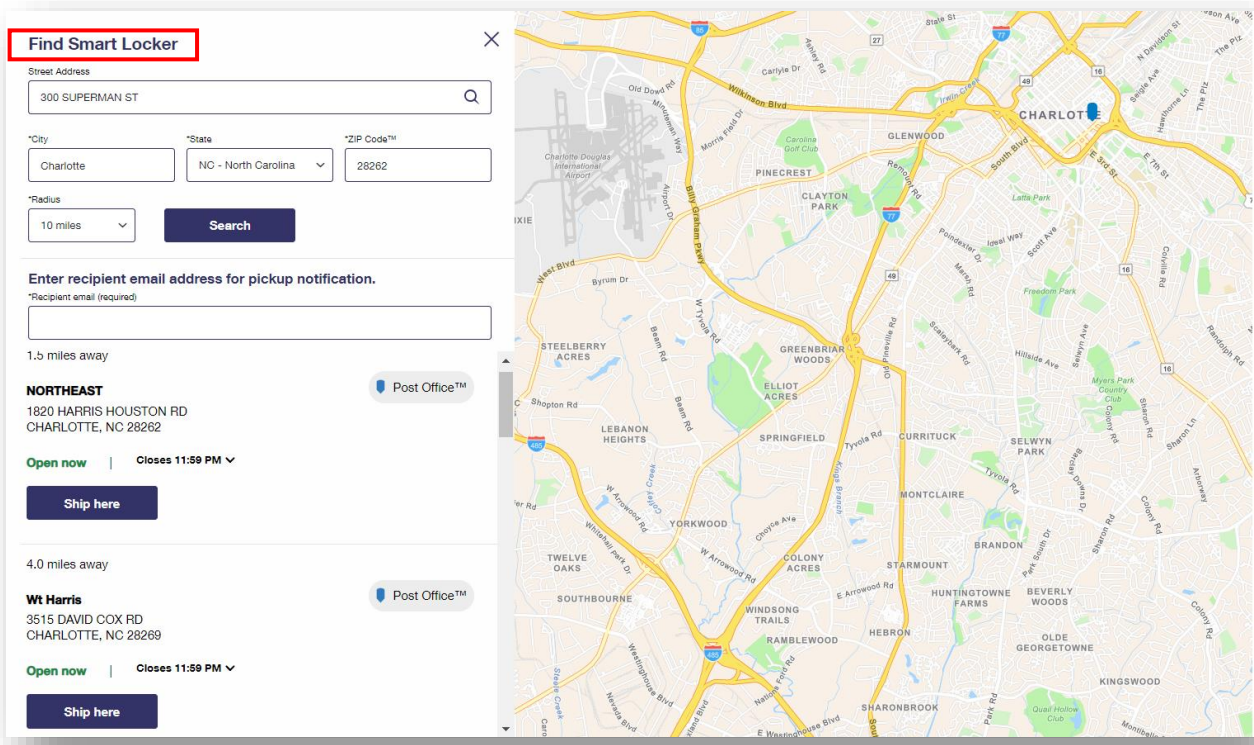
<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	02/29/2024	<b>Tamala Kent</b> 300 SUPERMAN ST CHARLOTTE, NC 28262-2550	Priority Mail Express® Choose Your Own Box <a href="#">Edit Service And Mailpiece</a>	1 oz Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Insurance - Priority Mail Express <a href="#">Edit Extra Services</a>	<b>\$26.95</b>	<a href="#">Add to Cart</a>

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

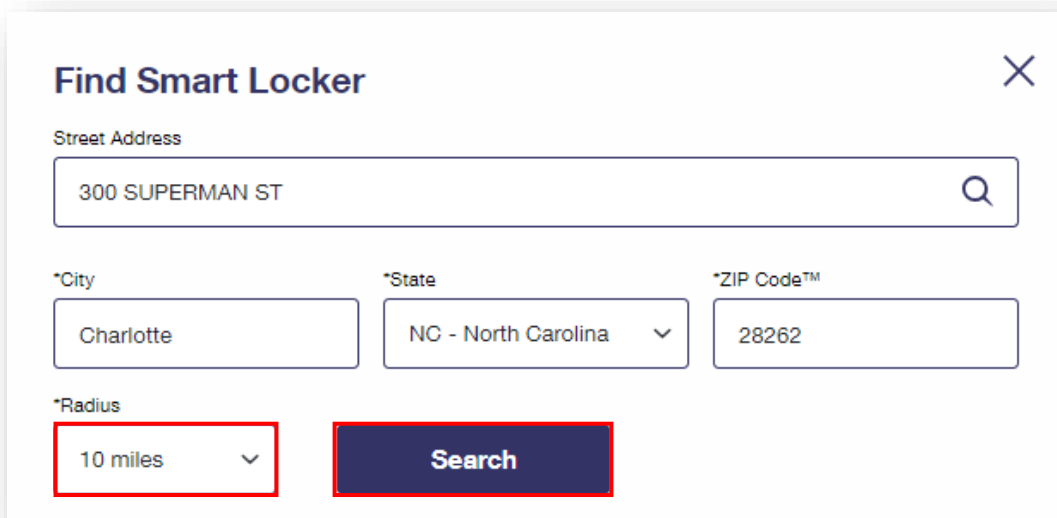
The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your mailpiece to the USPS® Smart Locker, where your recipient can pick it up. You'll just need to provide their email address so we can email them their pickup code.

Ship to locker

- c) 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.



- i. Select the **Radius (10 mi – 100 mi)** dropdown and then select **Search**.



- ii. Enter the **recipients email address** so that they can receive a pickup notification.

**Enter recipient email address for pickup notification.**

\*Recipient email (required)

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

1.5 miles away

**NORTHEAST** Post Office™

1820 HARRIS HOUSTON RD  
CHARLOTTE, NC 28262

**Open now** | **Closes 11:59 PM** ▼

**Ship here**

---

4.0 miles away

**Wt Harris** Post Office™

3515 DAVID COX RD  
CHARLOTTE, NC 28269

**Open now** | **Closes 11:59 PM** ▼

**Ship here**

## International Label

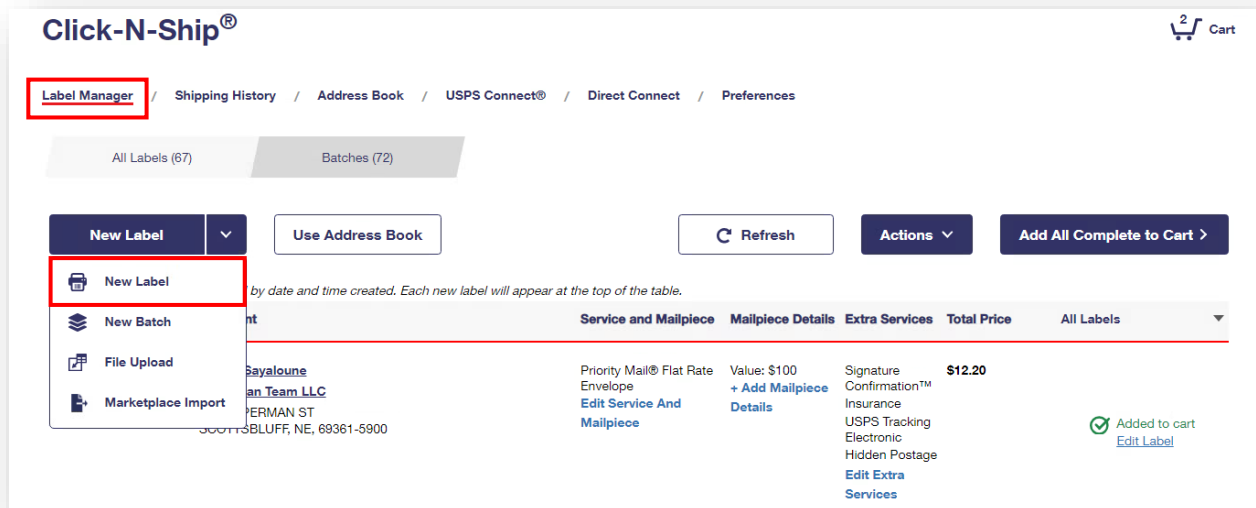
Create an international label for a single recipient following the steps below.

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

- a) Option 1: 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) 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**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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.
  - 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 (*note, this option is only displayed for the Create a New Sender Address option*).
- v. 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)

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

\*Street Address Apt/Suite

\*City \*State \*ZIP Code™

Save to Address Book  
 Set as Default Return Address

Save

( ii )

( iii – iv )

( v )



- 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**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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.

( i )

✕

### Tracking Notifications for Sender

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

<b>Email</b> <input style="width: 95%;" type="text" value="john.doe@gmail.com"/>	<b>Phone</b> <input style="width: 95%;" type="text" value="(704) 780-2387"/>
---	---

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

Email	Text	
<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** ( iii )

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](http://www.usps.com/privacypolicy)

( ii )

### 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. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

(a)

(i)

(b)

#### Step 1: Recipient Details

[Manage Address Book](#)

Please provide first and last name and/or company

First Name	MI	Last Name
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doe"/>

Company

#### Recipient Address

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

\*Country

*Address 1	Address 2
<input type="text" value="UNIT 5121"/>	<input type="text"/>

Address 3

*City	Province	Postal Code™
<input type="text" value="APO"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>

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

Max Character Limit: 30

4) Enter the Reference Number (optional)

- a) 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*).

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

\*Country  
Japan

\*Address 1 Address 2  
UNIT 5121

Address 3

\*City Province Postal Code™  
APO

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

- a) 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.

**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

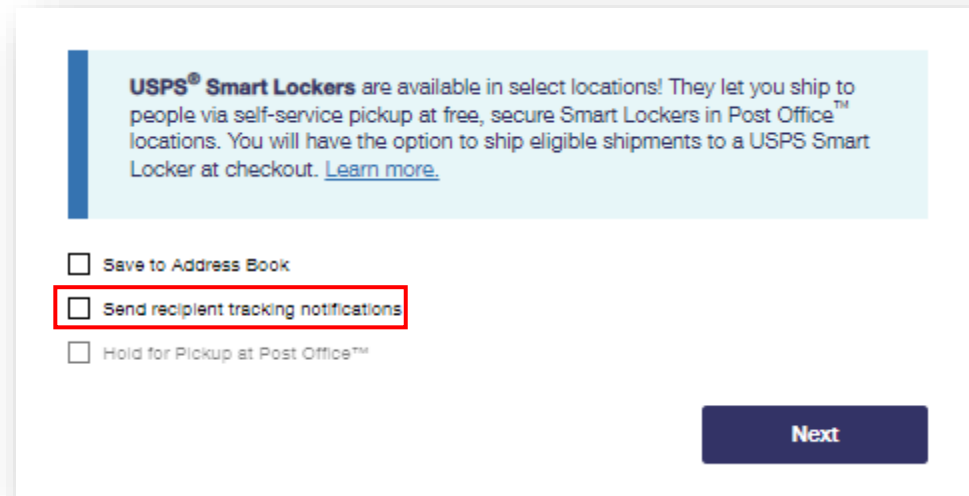
Hold for Pickup at Post Office™

Next

## 6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

- a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.



The screenshot shows a white rectangular interface with a light blue header section. The header text reads: "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.](#)" Below the header, there are three checkboxes with labels: "Save to Address Book", "Send recipient tracking notifications", and "Hold for Pickup at Post Office™". The "Send recipient tracking notifications" checkbox is highlighted with a red rectangular border. At the bottom right of the interface is a dark blue button with the word "Next" in white text.

- b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** 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.

(i)

(ii)

(iii)

✕

### Tracking Notifications for Recipient

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

Email	Phone

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

Email	Text	
<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](http://www.usps.com/privacypolicy)

## 7) Confirm Sender and Recipient Details

- a) 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

Send recipient tracking notifications

<b>Email</b>	<b>Phone / SMS Text Message</b>
john.doe@gmail.com	(704) 780-2387
<a href="#">Edit Notification Settings</a>	

Hold for Pickup at Post Office™

**Next**

8) Select Hazardous Material Type (If Applicable)

- a) Select 'Yes' if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more
  - iv. To view a detailed list of HAZMAT examples, select '**View examples ofailable and nonailable hazardous materials'**
- b) Select 'No' if your *mailpiece* does not contain any hazardous or dangerous materials.

(i)

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

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples ofailable and nonailable hazardous materials \(HAZMAT\).](#)

**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](#)

(a/b)

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

- Yes
- No

**Notice:** By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.



- c) If **YES** was selected, a HAZMAT modal will be displayed.
  - v. Read through the list of Mailable and Nonmailable HAZMAT types, and select **I understand** to proceed with selecting a category type.
  - vi. 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	<b>*Mercury</b>
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](http://www.usps.com/hazmat)

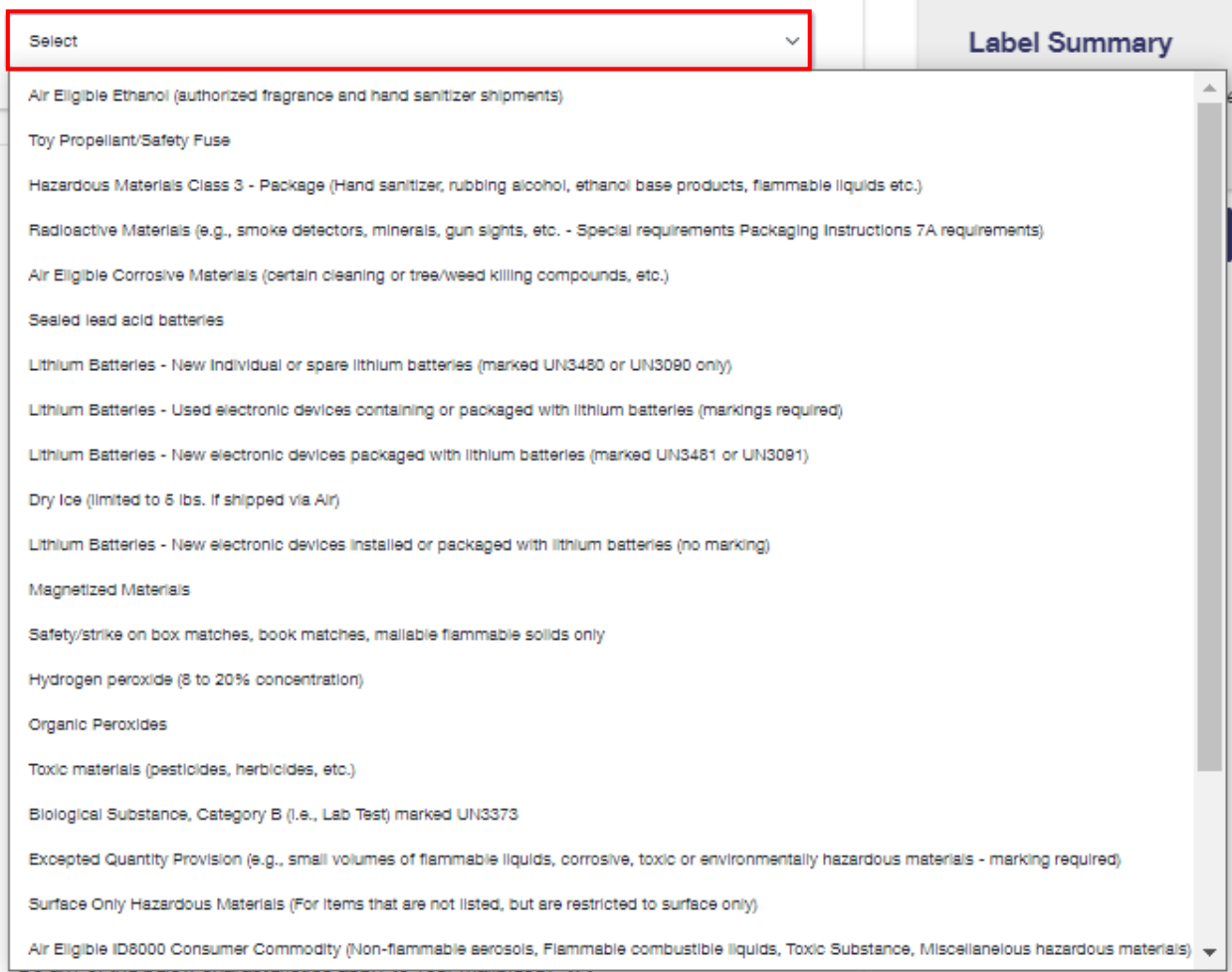
(i)

(ii)

**I understand**

**Nevermind, I am not shipping HAZMAT**

- d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.






9) Select the Shipping Date

- a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

September 2024  

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9	10	11	12

Clear Today

Mailpiece Type  
ate<sup>®</sup> product or a Priority Mail Express Flat Rate<sup>®</sup> product  
tagging.  
please go to your local Post Office<sup>™</sup>.  
uld you like for this mailpiece?

10) Select the Mailpiece and International Service Type (Option 1)

- a) Select the **USPS<sup>®</sup> Flat Rate Packaging** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

USPS<sup>®</sup> Flat Rate Packaging

Choose your own box

- b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.

**Select Your Service and Mailpiece Type**

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

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

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

Select a Service ▼

Priority Mail International®	6-10 Day Delivery   Starting from \$39.63
Priority Mail Express International®	3-5 Day Delivery   Starting from \$53.07

- c) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.

(c)

**View Mailpiece Types**


Prices are based on shipping Priority Mail Express International® from ZIP Code™ 78255 to Japan on 09/05/2024.

Mailpiece Type	Scheduled Delivery	Price
<input type="radio"/> Priority Mail Express International® Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label
<input type="radio"/> Priority Mail Express International® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label
<input type="radio"/> Priority Mail Express International® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label

11) Select the Mailpiece and International Service Type (Option 2)

- a) Select the **Choose Your Own Box** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

- b) If you selected **Choose your own box**, you will be required to enter further details about the box.
- i. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)

\*What is the weight of your mailpiece?


0	lb	0	oz
---	----	---	----

\*What are the dimensions of your mailpiece?

Length		Width		Height	
0	in	0	in	0	in

- ii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

This mailpiece isn't a standard, rectangular box.

Girth 

0	in
---	----

- iii. If your mailpiece 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 mailpiece from the dropdown.

Do any of the below characteristics apply to your mailpiece? ⓘ

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

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

**Select Your Service and Mailpiece Type**

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

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

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

Select a Service

Priority Mail International®	6-10 Day Delivery   Starting from \$39.53
Priority Mail Express International®	3-5 Day Delivery   Starting from \$53.07
First-Class Package International Service®	Varies by Destination   Starting from \$14.98

- d) Once the international **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.

**Select Your Service and Mailpiece Type**

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

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

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

Priority Mail Express International®

**View Mailpiece Types**

Prices are based on shipping Priority Mail Express International® from ZIP Code™ 78255 to Japan on 09/05/2024.

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express International® Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label
<input type="radio"/> Priority Mail Express International® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label
<input type="radio"/> Priority Mail Express International® Padded Flat Rate Envelope 12-1/2" x 9-1/2"	Service standards to this location are not available at this time.	<b>\$75.55</b> Per Label

## 12) Enter Content Details

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

- a) Enter the **Mailpiece Value** (*you can enter a value up to and including \$5,000*).

### Step 3: Content Details

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

**Mailpiece Details**

Mailpiece Value

\$	6000
----	------

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

## 13) Select Extra Services

- a) If you are interested in adding an extra service to your mailpiece(s), select the **checkbox** of the interested extra service (*note, the extra services listed will vary depending on the international service and mailpiece type that was selected*).

### Step 4: Select Extra Services

<input type="checkbox"/>	Additional Insurance ⓘ	Fee Varies
--------------------------	------------------------	------------



- b) If you would like to add additional insurance to your package, select the **Additional Insurance** checkbox and select an additional insurance by selecting the **Select additional insurance** dropdown.

The screenshot shows a form titled "Step 4: Select Extra Services". At the top left, there is a checked checkbox labeled "Additional Insurance" with an information icon to its right. To the right of this checkbox, the text "Fee Varies" is displayed. Below the checkbox is a dropdown menu with the placeholder text "Select additional insurance". The dropdown is open, showing a single option: "Insurance" with a price of "\$177.65".

- i. To view more information about additional insurance, select the **Additional Insurance Tooltip**.
- ii. Once the tooltip is selected, an **Additional Insurance Popup Modal** will be displayed.

The screenshot shows the same form as above, but with a tooltip displayed over the information icon. The tooltip has a title "Additional Insurance" and contains the following text: "The service type you selected only covers part of the package or mallepiece value." and "Additional Insurance can be purchased to cover the balance." The tooltip is highlighted with a red border.

#### 14) Select Non-Delivery Options

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

### Step 5: Non-Delivery Options

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

**Return to Sender**      Abandon

#### 15) Enter International Mailpiece Information (Required)

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

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

### Step 6: Mailpiece Information

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

\*Contents

Select a content type

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

- b) Enter the **Mailpiece Description** (optional)
- c) Enter **Additional Mailpiece Comments** (optional)

**Step 6: Mailpiece Information**

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

\*Contents

Select a content type

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

Describe Your Mailpiece

(b)

Additional Mailpiece Comments ⓘ

(c)

- d) If your shipment required 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.

(d)  Shipment requires an Export 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 ⓘ

(i)

- e) Enter a Sender's Customer Reference Number (optional)
- f) If you are a Commercial Sender, you can enter the License Number, Certificate Number, and Invoice Number if desired.

( e )

Sender's Custom Reference Number

( f )

Commercial Senders Only

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

16) Fill out the Custom Form (Required)

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

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

**Step 7: Item Information for Customs**

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

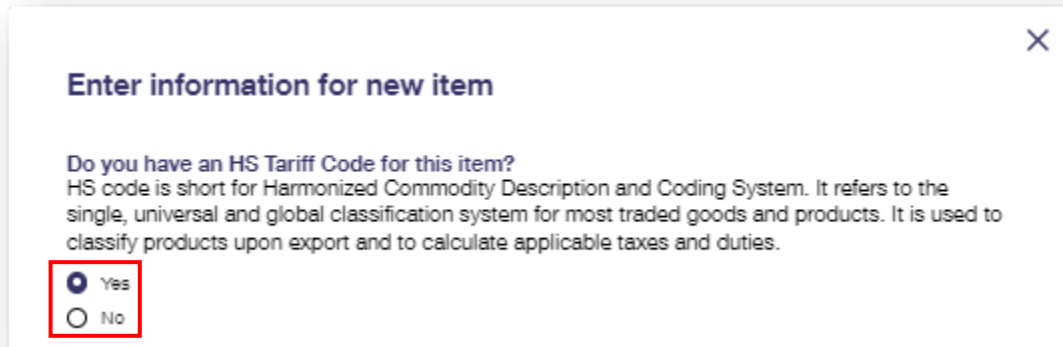
Enter information for each item Max 30 items

Item #	Description	HS Tariff #	Country of Origin	QTY	Value	Weight
						0 lbs 0 ozs

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

**Add an Item**

- b) Once the Add an Item option is selected, an **Enter Information for New Item** popup modal will be displayed where you will be asked if you have an HS Tariff Code for the item or not.

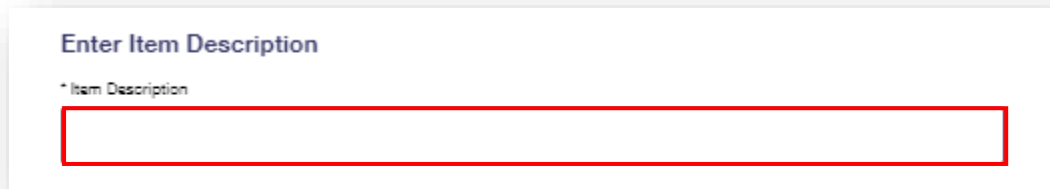


**Enter information for new item** ✕

**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

- c) If **Yes** is selected, you will be required to provide / select the following details:  
i. Enter the **item description**.



**Enter Item Description**

\* Item Description

- ii. Select a **category** that describes the item that is being shipped.

Select a category describing this item

Select a category

Appliances, Parts & Accessories

Category

Appliances, Parts & Accessories

Arts & Collectibles

Automotive & Vehicles

Beauty & Health

Books, Movies & Music

Clothing & Accessories

- iii. Select a **sub-category** that describes the item that is being shipped.

Select a sub-category

Air Compressors

Subcategory

Air Compressors

Bathroom Appliances

Clothing Iron

Coffee Makers, Toasters & Other Heat-generating Kitchen Appliances

Cutting Blades

Fans

Food Grinders

Heaters, Radiators & Air Conditioning Units

iv. Enter the **HS Tariff Code** of the item that is being shipped.

\* HS Tariff Code ⓘ Please enter HS tariff code. It can be 6-10 digits.

0000.00.0000

v. Enter the **item quantity, value, and weight** of the item that is being shipped.

**Tell us more about this item**

*Quantity	*Item Value	*Weight (lbs)	*Weight (ozs)
1	\$ 0	0 lbs	0 ozs

- +

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

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

vi. Select the **Country of Origin** for the item that is being shipped.

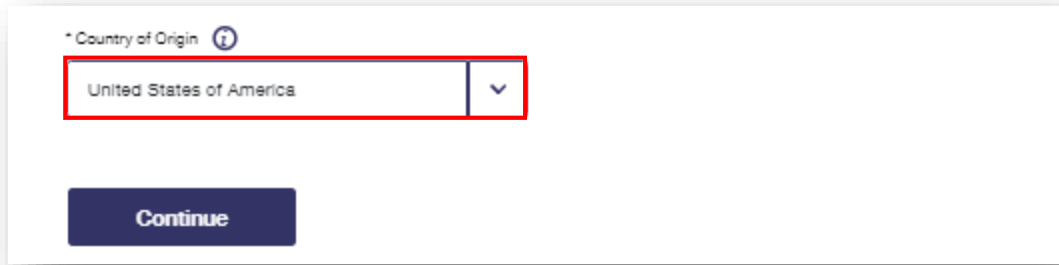
\* Country of Origin ⓘ

United States of America

Afghanistan

Albania

vii. Once finished, select **Continue** to proceed to the next step.

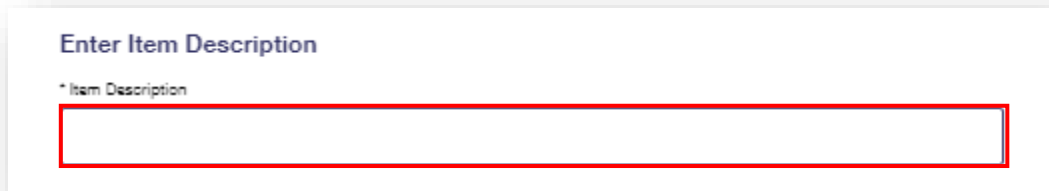


\* Country of Origin ⓘ

United States of America ▼

**Continue**

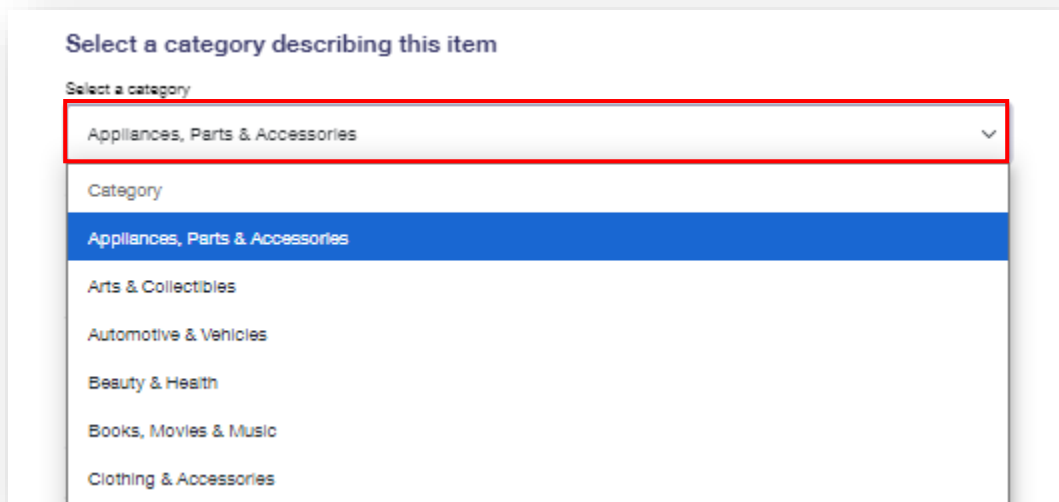
- d) If **No** is selected, you will be required to provide / select the following details:
- i. Enter the **item description**.



**Enter Item Description**

\* Item Description

- i. Select a **category** that describes the item that is being shipped.



**Select a category describing this item**

Select a category

Appliances, Parts & Accessories ▼

Category

Appliances, Parts & Accessories

Arts & Collectibles

Automotive & Vehicles

Beauty & Health

Books, Movies & Music

Clothing & Accessories



ii. Select a **sub-category** that describes the item that is being shipped.

Select a sub-category

Air Compressors

Subcategory

Air Compressors

Bathroom Appliances

Clothing Iron

Coffee Makers, Toasters & Other Heat-generating Kitchen Appliances

Cutting Blades

Fans

Food Grinders

Heaters, Radiators & Air Conditioning Units

iii. Select the **Country of Origin** for the item that is being shipped.

\*Country of Origin ⓘ

United States of America

UPC Code

Item Details

Item Brand

UPC Code / Product ID

- iv. Enter the **item quantity, value, and weight** of the item that is being shipped.

**Tell us more about this item**

* Quantity	*Item Value	*Weight (lbs)	*Weight (ozs)
<input type="text" value="1"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/> lbs	<input type="text" value="0"/> ozs

Length (in)  in      Width (in)  in      Height (in)  in

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

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

- v. Once finished, select **Continue** to proceed to the next step.

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

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

## 17) Review Calculated Landed Cost Estimate

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

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

**Step 8: Calculated Landed Cost Estimate**

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

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

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

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

( b)

- c) If **View Summary** was selected, review the **Detailed Breakdown Summary** of the duties, fees, and taxes.

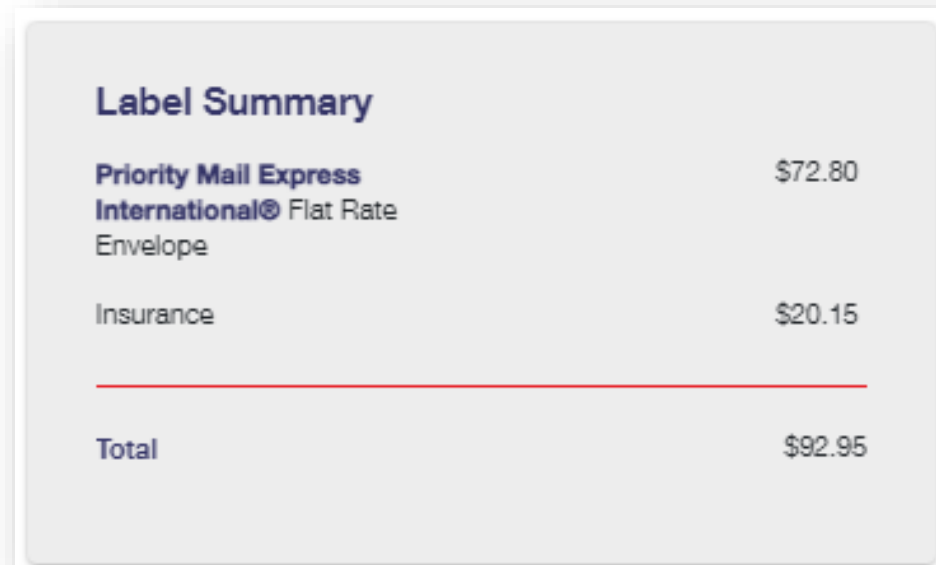
**Item Breakdown of Calculated Landed Cost**

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

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

## 18) 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.

A grey rectangular box with rounded corners and a subtle drop shadow. It contains a 'Label Summary' table with two columns: item name and price. The items listed are 'Priority Mail Express International® Flat Rate Envelope' at \$72.80, 'Insurance' at \$20.15, and a 'Total' of \$92.95. A red horizontal line is positioned above the total row.

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

## 19) 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**.
- i. *Note, you can save at any time if Recipient Details are provided. Saving will allow you to come back to this label later to make any changes prior to purchasing it.*



( a )

( b )

## Domestic Label for 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.

**Click-N-Ship®** 2 Cart

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

All Labels (67) Batches (72)

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

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

	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
SayaLoune an Team LLC BERMAN ST SCOTTSBUFF, NE, 69361-5900	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage <a href="#">Edit Extra Services</a>	<b>\$12.20</b>	<span>Added to cart</span> <a href="#">Edit Label</a>

## 2) Verify your Sender Details

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

- a) 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  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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 asterik (\*).

\*Street Address   Apt/Suite

\*City  \*State  \*ZIP Code™

( iii - iv )

Save to Address Book


Set as Default Return Address

( v )

- 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**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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.

( i )

( ii )

✕

### Tracking Notifications for Sender

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

<b>Email</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="john.doe@gmail.com"/>	<b>Phone</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="(704) 780-2387"/>
---	---

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

Email	Text	
<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** ( iii )

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](http://www.usps.com/privacypolicy)

### 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. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

( a )

( i )

( b )

#### Step 1: Recipient Details

[Manage Address Book](#)

Please provide first and last name and/or company

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

Company

#### Recipient Address

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

\*Country

\*Street Address   Apt/Suite/Other

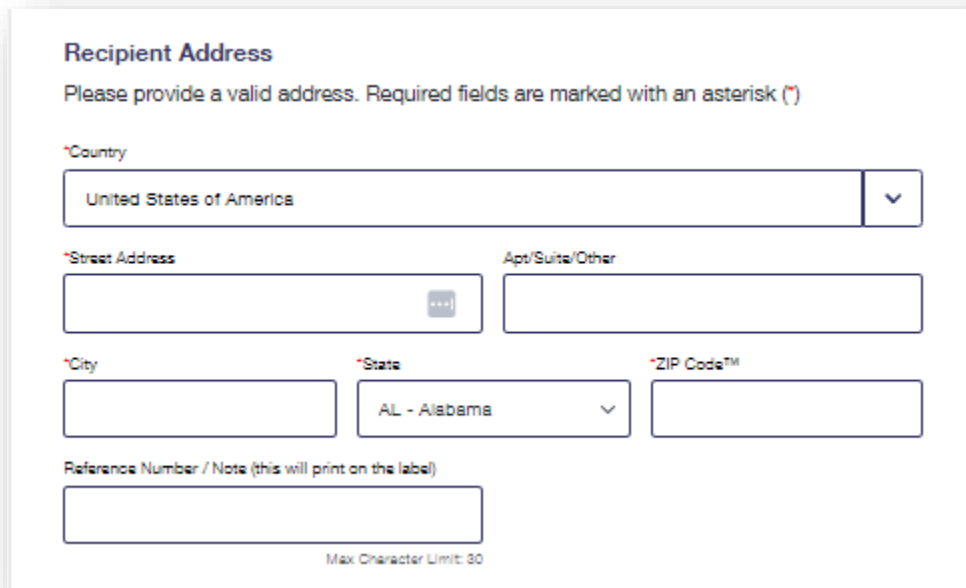
\*City  \*State   \*ZIP Code™

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

Max Character Limit: 30

4) Enter the Reference Number (optional)

- a) 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*).



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

\*Country  
United States of America

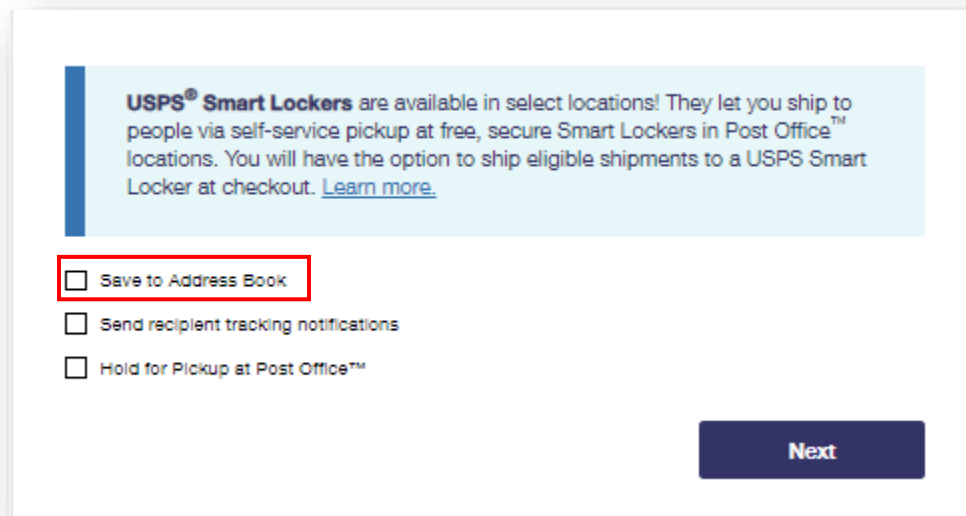
\*Street Address Apt/Suite/Other

\*City \*State \*ZIP Code™

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

5) Save the Recipient Information to your Address Book (optional)

- a) 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.



**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

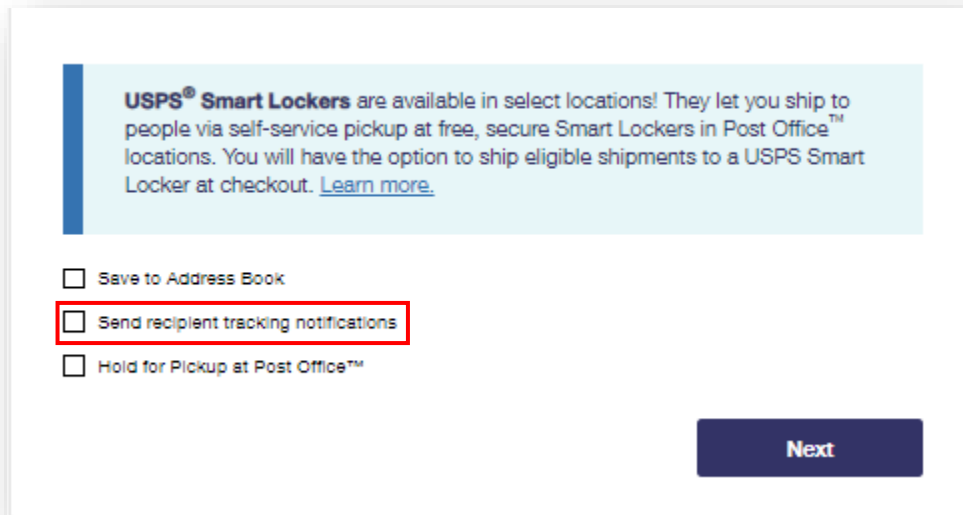
Hold for Pickup at Post Office™

Next

## 6) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

- a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.



The screenshot shows a shipping interface with a light blue header box containing information about USPS Smart Lockers. Below this, there are three checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red border), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the form.

**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**

- b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** 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.

(i)

### Tracking Notifications for Recipient

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

Email	Phone
<input type="text"/>	<input type="text"/>

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

(ii)

Email	Text	
<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

(iii)

#### 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](http://www.usps.com/privacypolicy)

7) Select Hold For Pickup (optional)

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

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

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

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.

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

Sender Email: john.doe@gmail.com

Recipient Email:

Sender Phone / SMS Text Message: (704) 780-2387

Recipient Phone / SMS Text Message:

Save

- 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™

28262

**Nearest Location(s)**  
The shipment will be held until the recipient can pick it up.

<input checked="" type="radio"/> <b>NORTH TRYON</b> 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> <b>NEWELL</b> 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the 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 john.doe@gmail.com	Recipient Email
Sender Phone / SMS Text Message (704) 780-2387	Recipient Phone / SMS Text Message

**Save**

( iv )

## 8) Confirm Sender and Recipient Details

- a) 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

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

**NORTH TRYON**  
8700 N TRYON ST CHARLOTTE, NC 28213-9798

Post Office™ Hours ⓘ

[Change Location](#)

**Next**



9) Select Hazardous Material Type (If Applicable)

- a) Select 'Yes' if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more
  - i. To view a detailed list of HAZMAT examples, select '**View examples ofailable and nonailable hazardous materials'**
- b) Select 'No' if your *mailpiece* does not contain any hazardous or dangerous materials.

( i )

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

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples ofailable and nonailable hazardous materials \(HAZMAT\).](#)

**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](#)

( a / b )

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

- Yes
- No

**Notice:** By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.

- c) If **YES** was selected, a HAZMAT modal will be displayed.
  - i. 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	<b>*Mercury</b>
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](http://www.usps.com/hazmat)

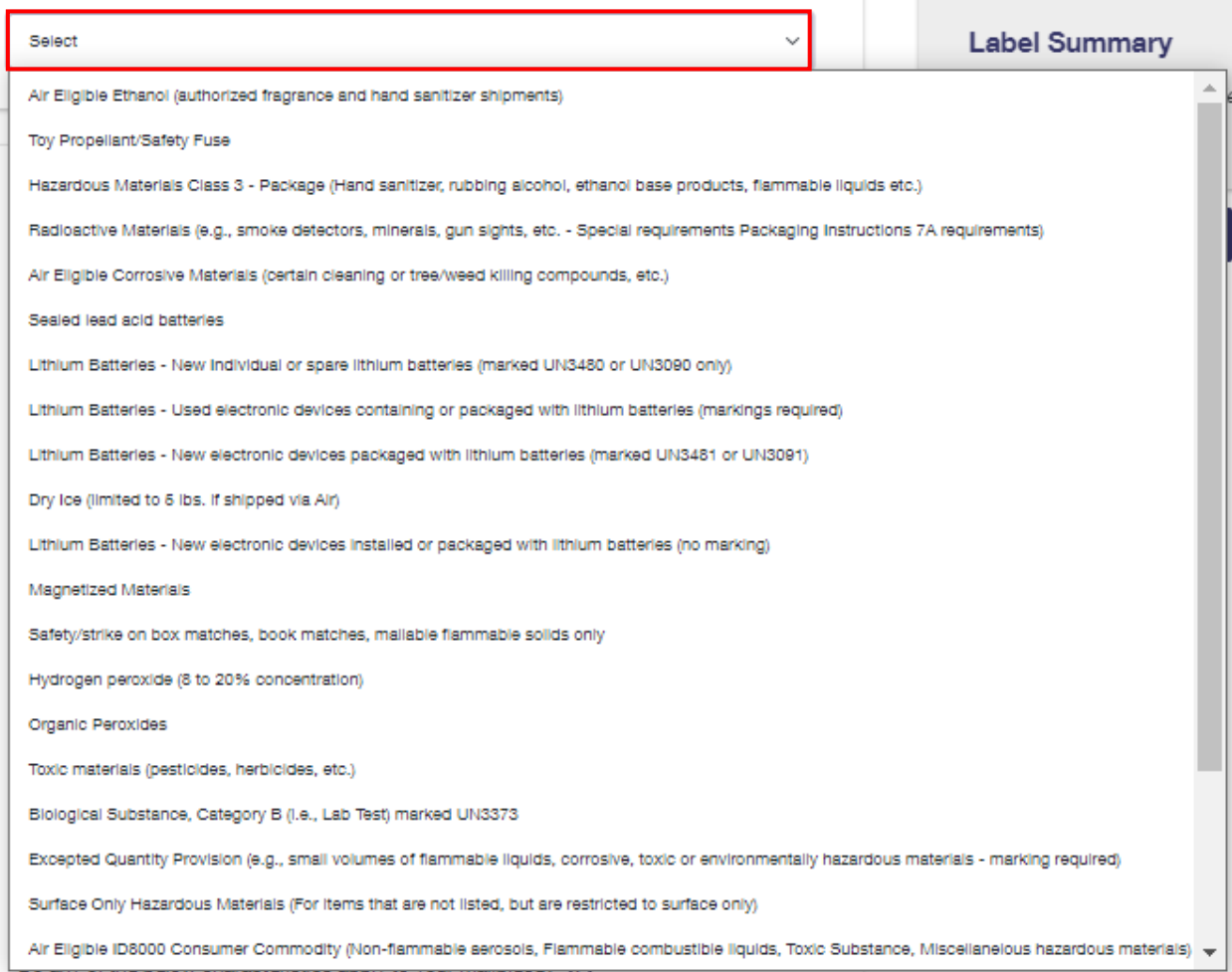
(i)

(ii)

**I understand**

**Nevermind, I am not shipping HAZMAT**

- d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.



10) Select the Shipping Date

- a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9	10	11	12

Clear Today

Mailpiece Type  
ate<sup>®</sup> product or a Priority Mail Express Flat Rate<sup>®</sup> product  
aging.  
please go to your local Post Office<sup>™</sup>.  
uld you like for this mailpiece?

11) Select the Shipping Date and FMB Service Type

- a) 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.
  - i. Note, refer to the following article for more information about the [Free Matter for the Blind \(FMB\) Program](#).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

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

07/17/2024

I am shipping as Free Matter for the Blind

For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

- b) Once the **Free Matter for the Blind** Checkbox is selected, you will be required to enter the following package details:
- i. Enter the package **weight**.
  - ii. Enter the package **dimensions** (*if shipping a mailpiece greater than 12" long*).

I am shipping as Free Matter for the Blind ⓘ  
For domestic packages, total weight may not exceed 70lbs to be eligible for Free Matter for the Blind shipping. International shipping weight limits vary based on service type. See more information in tool tip.

**\*Package Weight**

0	lb	0	oz
---	----	---	----

**\*Package Dimensions**

Length	Width	Height
0	0	0
in	in	in

- iii. If your mailpiece 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 mailpiece from the dropdown.

Do any of the below characteristics apply to your mailpiece? ⓘ

None ▼

- None
- Glass container with more than 24oz of liquid
- Metal or plastic container with more than 1 gallon of liquid
- Metal-banded parcel
- Insecurely wrapped
- Can, Roll, or Tube
- Wooden or Metal box
- Books or other printed material weighing more than 25 pounds
- Documents or personal correspondence

## 12) Select the FMB Mailpiece Type

- a) Once all the mailpiece dimensions are entered, select the **View Mailpiece Types** button to view the mailpiece types.
- b) A **Free Matter for the Blind Mailpiece Type** will then be available based on your previous selections. No further action is required here.

(a)

### View Mailpiece Types

You selected that you are shipping Free Matter for the Blind. To change that selection, please uncheck the Free Matter for the Blind checkbox under Ship Date.

#### Domestic Free Matter for the Blind ⓘ

(Choose your own box)

**Service standards to this location are not available at this time.**

**\$0.00**  
Per Label

(b)

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 on what is considered Free Matter for the Blind or Handicapped.

### 13) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

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

**Step 3: Content Details**

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

**Item Details**

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

**Item #1**

Item Description (a)      Item lbs (b)      Item oz (c)

	lbs		oz
--	-----	--	----

Item Value (d)      QTY (e)

\$		
----	--	--

(f) [+Add Item](#)

**Mailpiece Details**

Mailpiece Value (g)

\$	0
----	---

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

#### 14) Select Extra Services

- a) If you are interested in adding extra services to your mailpiece(s), please select one of the available Insurance, Signature Delivery, and Return services.
  - i. *Note, any extra service selected will NOT be free and MUST be paid.*

**Step 4: Select Extra Services**

<input type="checkbox"/>	Signature Services ⓘ	Fee Varies
<input type="checkbox"/>	Create a return label ⓘ	Charged upon use
<input type="checkbox"/>	Label Delivery ⓘ	\$1.25
<input type="checkbox"/>	Hide Postage on Label ⓘ	Free

#### 15) 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	Free
<b>Total</b>	<b>\$0.00</b>

#### 16) 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 )



## Domestic and International Labels Using 3<sup>rd</sup> Party Authorization (Business)

Eligible Enhanced Click-N-Ship<sup>®</sup> 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<sup>®</sup> Homepage, select **Switch Payer Account** to choose the Payer's EPS account that you want to use to create the label(s) for.
  - i. *Note, you can also switch between payer accounts via the Label Cart and Preferences section.*

The screenshot displays the Click-N-Ship<sup>®</sup> user interface. At the top right, a red box highlights the [Switch Payer Account](#) link and the text "Shipping with account: 94883629". Below the navigation bar, there is a promotional banner for a "Click-N-Ship<sup>®</sup> Business Rate Card and Save" with a "Sign Up" button. A personalized greeting "Hi, Greg!" is followed by a welcome message and two buttons: "View Label Manager" and "Switch Payer Account", with the latter highlighted in red. On the right, a "What's in your Label Manager?" summary shows 0 Incomplete Labels, 5 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**.

(b)

[×](#)

### Need to purchase labels with another account?

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

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

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

**Currently billing to Account:** 94883629

Select a payer account.

Select Account

94883629 1000008901 ▾

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

**Save Account**

**Switch To My Account**

Cancel

(c)                      (d)

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

- 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).*

Click-N-Ship® 2 Cart

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

All Labels (67) | Batches (72)

**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 Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
	Priority Mail® Flat Rate Envelope	Value: \$100 + Add Mailpiece Details	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage	<b>\$12.20</b>	<span>Added to cart</span> <a href="#">Edit Label</a>

### 3) Verify your Sender Details

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

- a) 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  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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 asterik (\*).

\*Street Address   Apt/Suite

\*City  \*State  \*ZIP Code™

( iii – iv )

Save to Address Book

Set as Default Return Address

( v )

- 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**  
800 N GLEBE RD  
ARLINGTON, VA, 22203

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.

( i )

✕

### Tracking Notifications for Sender

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

<p style="margin: 0;"><small>Email</small></p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="john.doe@gmail.com"/>	<p style="margin: 0;"><small>Phone</small></p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="(704) 780-2387"/>
--	--

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

<b>Email</b>	<b>Text</b>	
<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](http://www.usps.com/privacypolicy)

( ii )

( iii )

#### 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. If you would like to be redirected to your CNSv2 Address Book, select the **Manage Address Book** hyperlink.
- b) To manually enter the recipient information, enter the details in the **required\*** text fields.

( a )

( i )

( b )

### Step 1: Recipient Details

[Manage Address Book](#)

Please provide first and last name and/or company

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

Company

### Recipient Address

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

\*Country

\*Street Address

Apt/Suite/Other

\*City

\*State

\*ZIP Code™

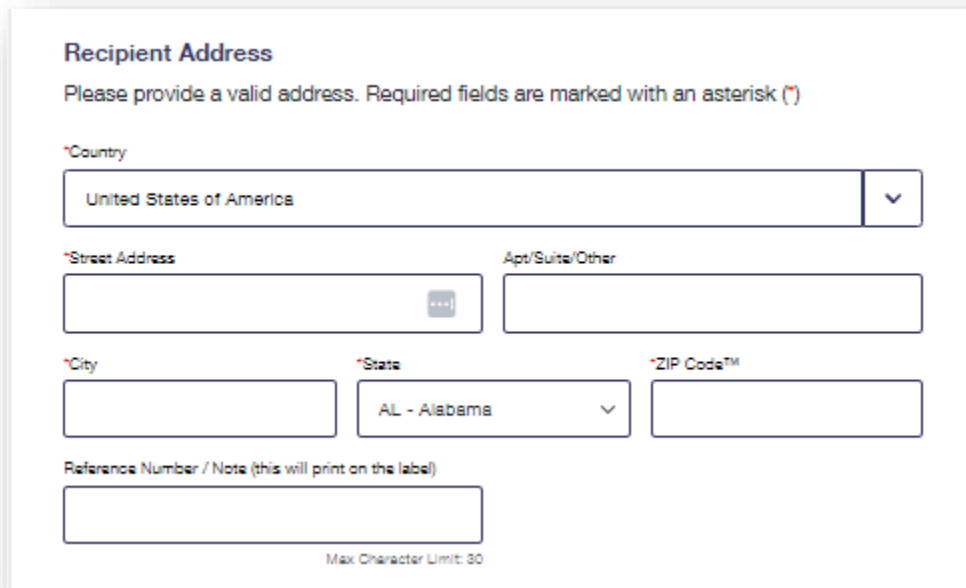
Reference Number / Note (this will print on the label)

Max Character Limit: 30



5) Enter the Reference Number (optional)

- a) 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*).



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

\*Country  
United States of America

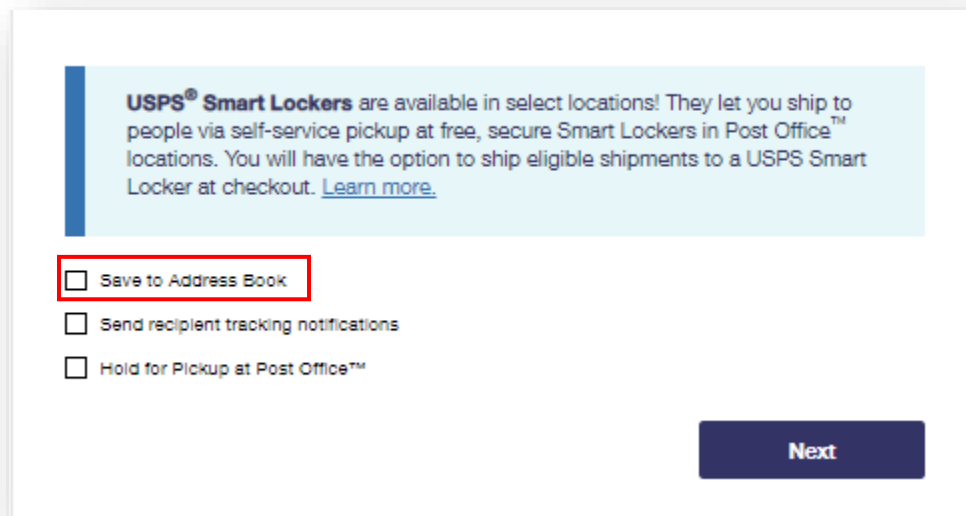
\*Street Address Apt/Suite/Other

\*City \*State \*ZIP Code™

Reference Number / Note (this will print on the label)  
Max Character Limit: 30

6) Save the Recipient Information to your Address Book (optional)

- a) 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.



**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

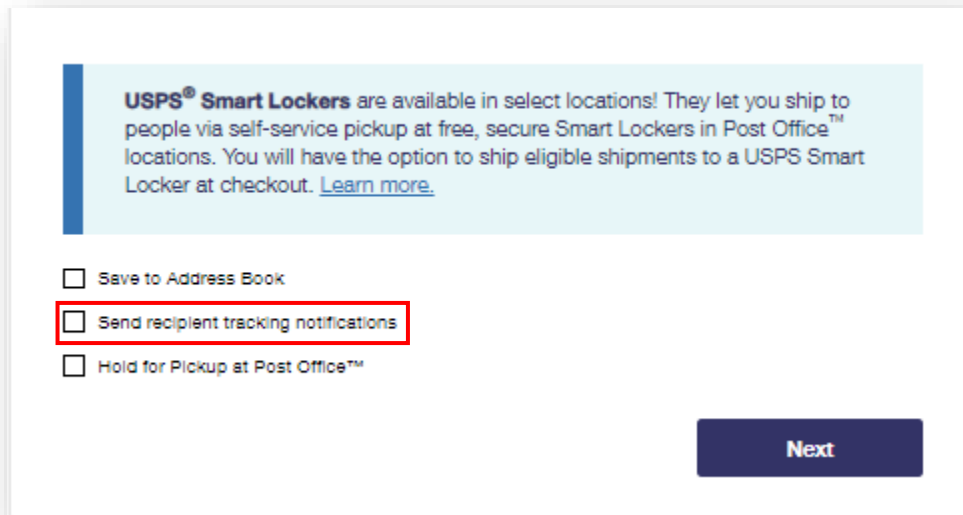
Hold for Pickup at Post Office™

Next

## 7) Select Recipient Status Notifications (optional)

Within Enhanced Click-N-Ship®, you have the capability to have the recipient receive shipment status notifications via email, text, or both (*note, international phone numbers are currently not supported in the Enhanced Click-N-Ship® application and the recipient will receive a notification from USPS® asking them if they would like to opt-in to tracking notifications*).

- a) If you would like the recipient to receive text or email notifications about the mailpiece, select the **Send recipient tracking notifications** checkbox.



The screenshot shows a shipping interface with a light blue header box containing information about USPS Smart Lockers. Below this, there are three checkboxes: 'Save to Address Book', 'Send recipient tracking notifications' (which is highlighted with a red border), and 'Hold for Pickup at Post Office™'. A dark blue 'Next' button is located at the bottom right of the form.

**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**

- b) If the **Send recipient tracking notifications** checkbox was selected, a **Tracking Notifications for Recipient** 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.

(i)

### Tracking Notifications for Recipient

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

Email	Phone
<input type="text"/>	<input type="text"/>

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

(ii)

Email	Text	
<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

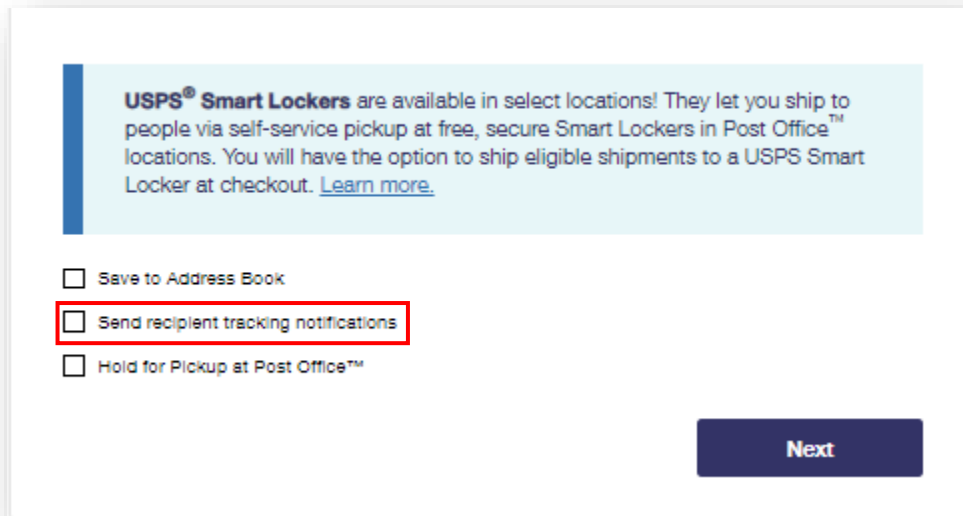
(iii)

#### 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](http://www.usps.com/privacypolicy)

8) Select Hold For Pickup (optional)

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



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.](#)

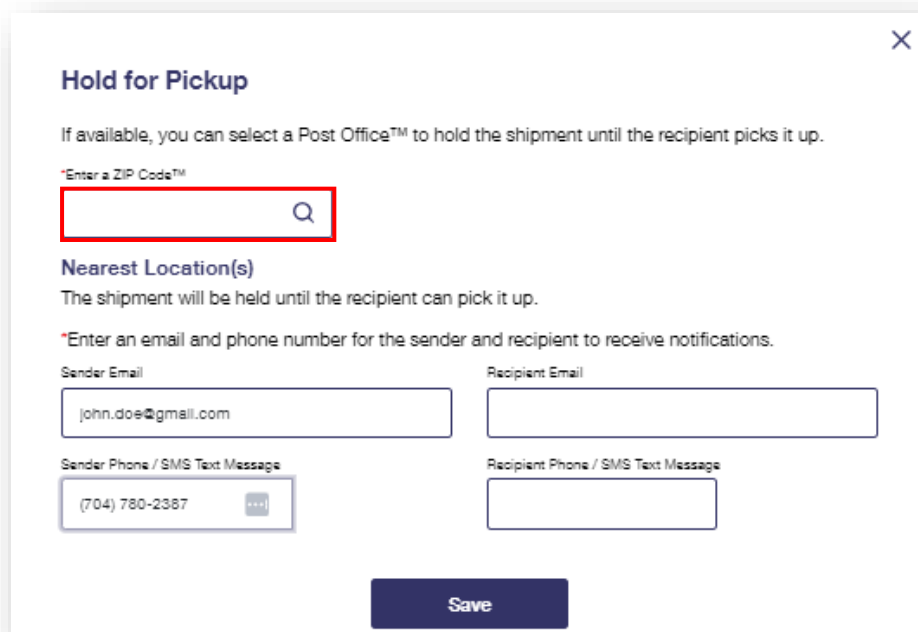
Save to Address Book

Send recipient tracking notifications

Hold for Pickup at Post Office™

Next

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



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.

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

Sender Email: john.doe@gmail.com

Recipient Email:

Sender Phone / SMS Text Message: (704) 780-2387

Recipient Phone / SMS Text Message:

Save

- 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™

28262

**Nearest Location(s)**  
The shipment will be held until the recipient can pick it up.

<input checked="" type="radio"/> <b>NORTH TRYON</b> 6700 N TRYON ST CHARLOTTE, NC, 28213-9798 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic
<input type="radio"/> <b>NEWELL</b> 8106 OLD CONCORD RD NEWELL, NC, 28128-9997 Post Office Hours ⓘ	<b>Available Services:</b> Priority Mail Express® Priority Mail® USPS Ground Advantage™ Priority Mail® Cubic USPS Ground Advantage™ Cubic

- iii. If you would like to receive **text and / or email notifications** to notify you or the recipient that the mailpiece is ready for pickup, enter the email and / or phone number in the 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 john.doe@gmail.com	Recipient Email
Sender Phone / SMS Text Message (704) 780-2387	Recipient Phone / SMS Text Message

**Save**

( iv )

## 9) Confirm Sender and Recipient Details

- a) 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

Send recipient tracking notifications

Email	Phone / SMS Text Message
john.doe@gmail.com	(704) 780-2387

[Edit Notification Settings](#)

Hold for Pickup at Post Office™

**NORTH TRYON**  
8700 N TRYON ST CHARLOTTE, NC 28213-8798

Post Office™ Hours ⓘ

[Change Location](#)

**Next**

## 10) Select Hazardous Material Type (If Applicable)

- a) Select **'Yes'** if your *mailpiece* contains any potential hazardous or dangerous material such as batteries, perfume, paint, aerosols, and more
  - i. To view a detailed list of HAZMAT examples, select **'View examples ofailable and nonailable hazardous materials'**
- b) Select **'No'** if your *mailpiece* does not contain any hazardous or dangerous materials.

( i )

### Does this parcel contain anything potentially hazardous?

Potentially hazardous items may include batteries, perfume, paint, aerosols, and more. [View examples ofailable and nonailable hazardous materials \(HAZMAT\).](#)

**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](#)

( a / b )

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

- Yes
- No

**Notice:** By clicking NO, you are confirming that your package does not contain any Hazardous Materials or Dangerous Goods. Shipping improperly prepared, undeclared, or prohibited HAZMAT can result in civil and criminal penalties under federal law.

- c) If **YES** was selected, a HAZMAT modal will be displayed.
  - i. 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	<b>*Mercury</b>
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](http://www.usps.com/hazmat)

(i)

(ii)

**I understand**

**Nevermind, I am not shipping HAZMAT**



- d) Click on the **dropdown** button and selecting the HAZMAT category type from one of the options listed.

The image shows a software interface with a dropdown menu open. The dropdown is highlighted with a red border and contains a list of hazardous materials categories. To the right of the dropdown is a button labeled "Label Summary".

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)
- Air Eligible Corrosive Materials (certain cleaning or tree/weed killing compounds, etc.)
- Sealed lead acid batteries
- Lithium Batteries - New individual or spare lithium batteries (marked UN3480 or UN3090 only)
- Lithium Batteries - Used electronic devices containing or packaged with lithium batteries (markings required)
- Lithium Batteries - New electronic devices packaged with lithium batteries (marked UN3481 or UN3091)
- Dry Ice (limited to 5 lbs. if shipped via Air)
- Lithium Batteries - New electronic devices installed or packaged with lithium batteries (no marking)
- Magnetized Materials
- Safety/strike on box matches, book matches, malleable flammable solids only
- Hydrogen peroxide (8 to 20% concentration)
- Organic Peroxides
- Toxic materials (pesticides, herbicides, etc.)
- Biological Substance, Category B (i.e., Lab Test) marked UN3373
- Excepted Quantity Provision (e.g., small volumes of flammable liquids, corrosive, toxic or environmentally hazardous materials - marking required)
- Surface Only Hazardous Materials (For items that are not listed, but are restricted to surface only)
- Air Eligible ID6000 Consumer Commodity (Non-flammable aerosols, Flammable combustible liquids, Toxic Substance, Miscellaneous hazardous materials)

Label Summary

11) Select the Shipping Date

- a) Select the **date** you would like the mailpiece to ship (*you may now select a date up to 7 days from today*).

**Step 2: Select Service and Mailpiece Type**  
Fill out the information below and select your service and mailpiece type.

**Shipping Date**  
Choose a date up to 7 days from today.

09/04/2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9	10	11	12

Clear Today

**Mailpiece Type**  
Select a product or a Priority Mail Express Flat Rate® product for packaging.  
If you are shipping a Priority Mail Express Flat Rate® product, please go to your local Post Office™.

What would you like for this mailpiece?

12) Select the Mailpiece and Service Type (Option 1)

- a) Select the **USPS® Flat Rate Packaging** Mailpiece Type.

**Shipping Date**  
Choose a date up to 7 days from today.

09/04/2024

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

- b) If you selected **USPS® Flat Rate Packaging**, click on the **Select a Service** dropdown and select a **Service Type**.

**Select Your Service and Mailpiece Type**

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

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

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

Select a Service ▼

Priority Mail®	1-3 Day Delivery   Starting from \$7.90
Priority Mail Express®	1-2 Day Delivery   Starting from \$26.35

- 2) Once the **Service Type** is selected, select **View Mailpiece Types** to proceed with seeing all of the mailpiece type available for that specific service type and select a **Mailpiece Type**.
- i. Note, if you selected Priority Mail Express® as your Service Type, you will be able to view the drop-off locations available by selecting the hyperlink.

(c)

**View Mailpiece Types**

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

Prices are based on shipping Priority Mail Express® from ZIP Code™ 78255 to 28262 on 09/04/2024.

[Priority Mail Express® Drop-Off Locations](#)


Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail Express® Flat Rate Envelope 12-1/2" x 9-1/2"	Sep 05, 2024 1-Day Delivery	<b>\$26.35</b> Per Label
<input type="radio"/> Priority Mail Express® Legal Flat Rate Envelope 15" x 9-1/2"	Sep 05, 2024 1-Day Delivery	<b>\$26.65</b> Per Label

(i)

13) Select the Mailpiece and Service Type (Option 2)

- a) Select the **Choose Your Own Box** Mailpiece Type.

Shipping Date  
Choose a date up to 7 days from today.

09/04/2024 

**Choose Your Mailpiece Type**

USPS® Flat Rate Packaging

Choose your own box

- b) If you selected **Choose your own box**, you will be required to enter further details about the box.
- i. Enter the mailpiece **weight** and **dimensions** (*if shipping a mailpiece greater than 12" long*)

\*What is the weight of your mailpiece?


0	lb	0	oz
---	----	---	----

\*What are the dimensions of your mailpiece?

Length		Width		Height	
0	in	0	in	0	in

- ii. If your mailpiece is not a standard rectangular box, select the **This mailpiece isn't a standard, rectangular box** checkbox and enter the **Girth** (*if applicable*).

This mailpiece isn't a standard, rectangular box.

Girth 

0	in
---	----

- iii. If your mailpiece 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 mailpiece from the dropdown.

Do any of the below characteristics apply to your mailpiece? ⓘ

None

None

Glass container with more than 24oz of liquid

Metal or plastic container with more than 1 gallon of liquid

Metal-banded parcel

Insecurely wrapped

Can, Roll, or Tube

Wooden or Metal box

Books or other printed material weighing more than 25 pounds

Documents or personal correspondence

Rate<sup>®</sup> product

an.

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

**Select Your Service and Mailpiece Type**

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

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

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

( e ) Select a Service ▼

Priority Mail®	1-3 Day Delivery   Starting from \$7.80
Priority Mail Express®	1-2 Day Delivery   Starting from \$30.45
USPS Connect® Local	1-2 Day Delivery   Starting from \$3.85
USPS Connect® Local Mail	1-2 Day Delivery   Starting from \$2.85
USPS Ground Advantage™	2-5 Day Delivery   Starting from \$3.79
USPS Ground Advantage™ Cubic	2-5 Day Delivery   Starting from \$8.67
Priority Mail® Cubic	1-3 Day Delivery   Starting from \$8.01

( i )

- d) If **USPS Connect® Local / Mail Service Types** was selected, click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**Select Your Service and Mailpiece Type**

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

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

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

USPS Connect® Local

**View Mailpiece Types**

- i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, as the Shipper – you will not be able to see the Payer's rates and prices when creating label(s) for them*).

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

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

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

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

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

### Choose Your Drop-off Location

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

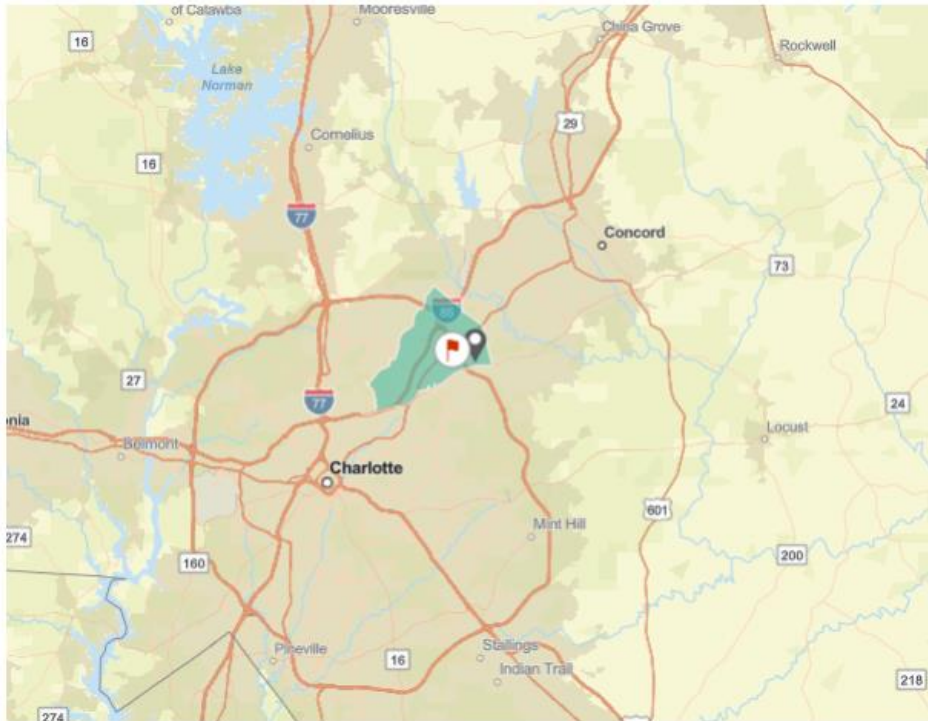
#### USPS Connect® Local - Destination Delivery Unit ("DDU")

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

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

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

[Show More Locations](#)





- f) If you selected any of the other **Service Types** (Priority Mail®, Priority Mail Express®, Priority Mail® Cubic, USPS Ground Advantage®, or USPS Ground Advantage® Cubic), click on the **View Mailpiece Types** button to view all of the mailpiece types available for that service type.

**Select Your Service and Mailpiece Type**

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

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

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

Priority Mail Express®

**View Mailpiece Types**

- i. Select a **Mailpiece Type** from one of the options available based on your previous selections (*Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them*).

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

Mailpiece Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 8"	Apr 01, 2024 2-Day Delivery	\$-.-*
<input type="radio"/> Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	Apr 01, 2024 2-Day Delivery	\$-.-*

## 8) Enter Content Details (Optional)

The Content Details section is only required for mailpiece's that require a Customs Form (such as *International or military based addresses*).

- a) Enter the **item description**.
- b) Enter the Item **weight (lbs.)** - if not applicable, enter '0'.
- c) Enter the item **weight (oz)** - if not applicable, enter '0'.
- d) Enter the **item value**.
- e) Enter the item **quantity**.
- f) To add another item, select **+Add Item**.
- g) Enter the **mailpiece value** (you can enter a value up to and including \$5,000).

### Step 3: Content Details

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

#### Item Details

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

**Item #1**

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

#### Mailpiece Details

Mailpiece Value (g)

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

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

## 9) Select Extra Services

- a) If you are interested in adding an extra service to your mailpiece(s), select the checkbox of the interested extra service (*note, the extra services listed will vary depending on the service and mailpiece type that was selected*).
  - i. *Note, as the Shipper – you will not be able to see the Payer’s rates and prices when creating label(s) for them.*

**Step 4: Select Extra Services**

<input type="checkbox"/>	Signature Services ⓘ	--.00
<input type="checkbox"/>	Create a return label ⓘ	--.00
<input type="checkbox"/>	Label Delivery ⓘ	--.00
<input type="checkbox"/>	Hide Postage on Label ⓘ	--.00

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

**Label Summary**

USPS Tracking Electronic

Insurance

---

**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**.



( 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.

### Click-N-Ship®

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

All Labels (67) Batches (72)

[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 Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Priority Mail® Flat Rate Envelope	Value: \$100 <a href="#">+ Add Mailpiece Details</a>	Signature Confirmation™ Insurance USPS Tracking Electronic Hidden Postage	<b>\$12.20</b>	<a href="#">Edit Label</a>

✓ Added to cart

## 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](#)

Feedback

## 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)**

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

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
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Feedback

- i. Once **Add from File Upload** is selected, you will be redirected to the **Import a List of Labels** page (refer to page 128 for detailed next steps).

Upload File      Assign to a Batch      Map Column Headers      Import Labels

### Import a List of Labels

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

What file would you like to upload?

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

I am uploading a file exported from an online marketplace

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](#)

#### Download a Template and Instructions

A template CSV file is available

[Download CSV Template](#)

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

[Download Instructions](#)

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

- 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.

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

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

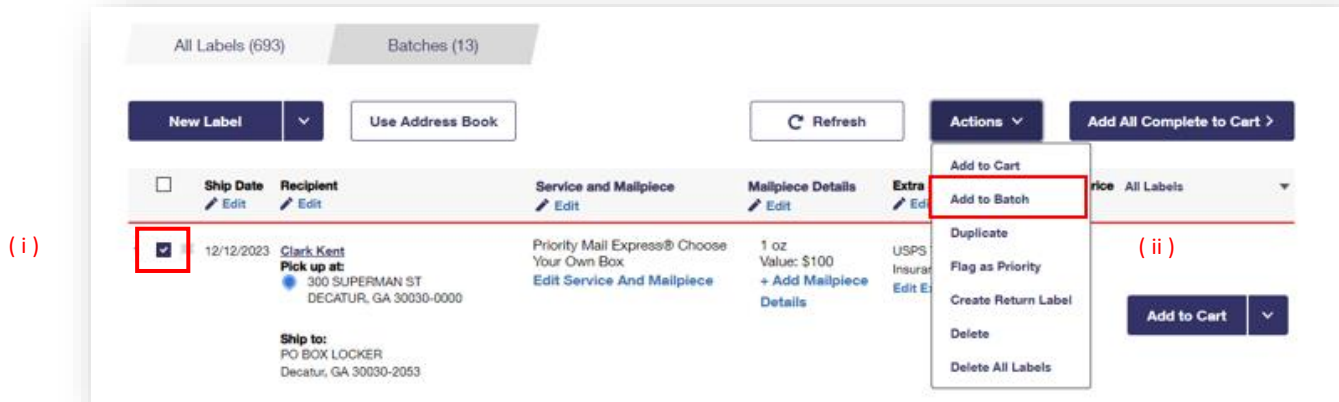
[Back to Batches](#)      Labels in the batch automatically save as you enter information.

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

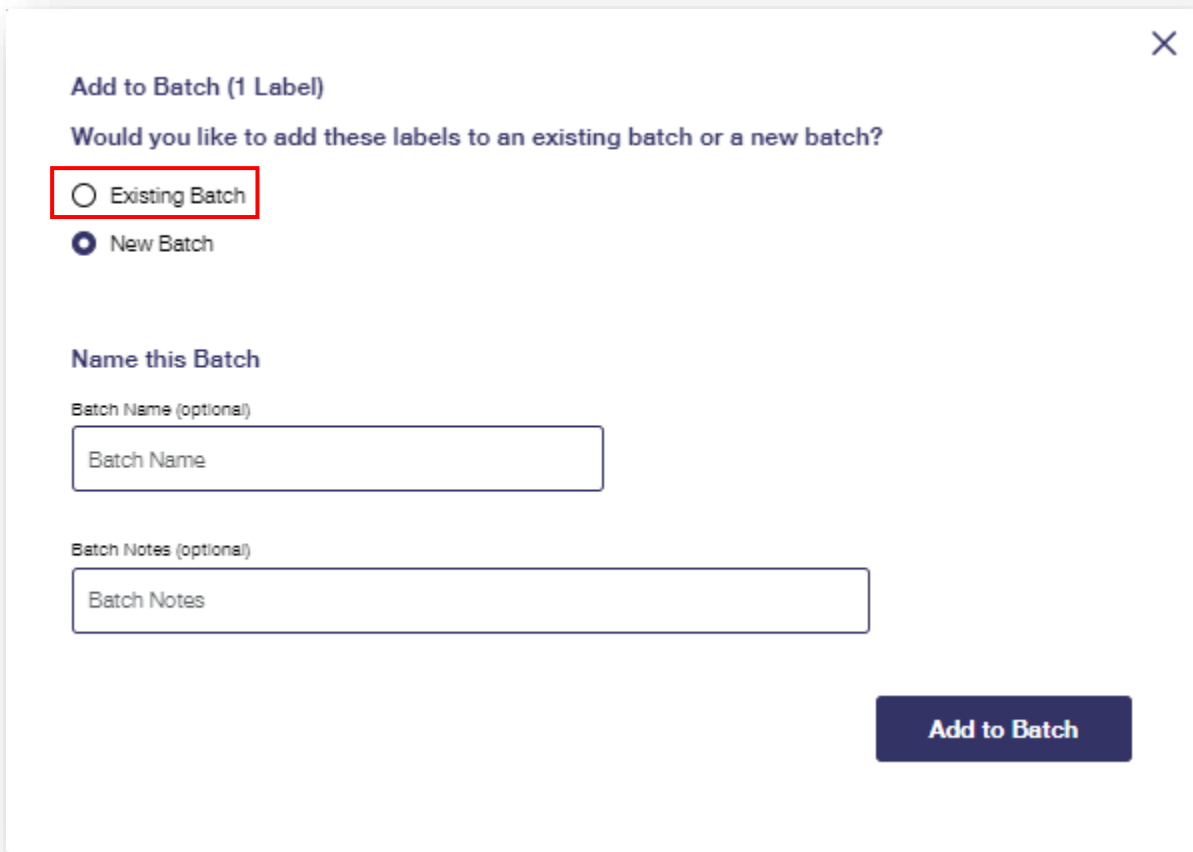
Batch Summary	Sender Information	Batch Notes
<b>Total</b> <b>\$14.75</b>	Clark Kent 300 SUPERMAN ST CHARLOTTE, NC 33333	

[Add Recipient](#)      [Add From File Upload](#)      [Actions](#)      [Add All Complete to Cart](#)

- 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**.



- 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**





- 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 (1 Label)** [Edit](#) [Refresh](#)

<b>Batch Summary</b>	<b>Sender Information</b>	<b>Batch Notes</b>
<b>Total</b> <span style="float: right;"><b>\$27.60</b></span>	Earth Actually 8763 COMANCHE GAP SAN ANTONIO, TX, 78255	1233

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
<input type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	<b>\$27.60</b>	<a href="#">Add to Cart</a> <a href="#">▼</a>

#### 4) Select Service and Mailpiece Details

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

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

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <span style="border: 1px solid red; padding: 2px;"><a href="#">Edit Service And Mailpiece</a></span>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra</a> <a href="#">Services</a>	<b>\$6.95</b>	<a href="#">Add to Cart</a> <a href="#">▼</a>
2 <input type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	<b>\$27.60</b>	<a href="#">Add to Cart</a> <a href="#">▼</a>

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

*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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 5) Edit Mailpiece Details

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

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

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

<input type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

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

*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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="button" value="v"/>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="button" value="v"/>

## 6) Select Extra Services

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

There are multiple ways to select your Extra Services for your Mailpiece’s. 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="button" value="v"/>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="button" value="v"/>

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece type and all recipients require the same Extra Services, you may select the “Edit” button located beneath the “Extra Services” title. A pop-up will appear where you can select the desired Extra Services for all recipients.

*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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/>
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>

## 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.

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

[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 checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/> (a)
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>

(b)

## Import Labels

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

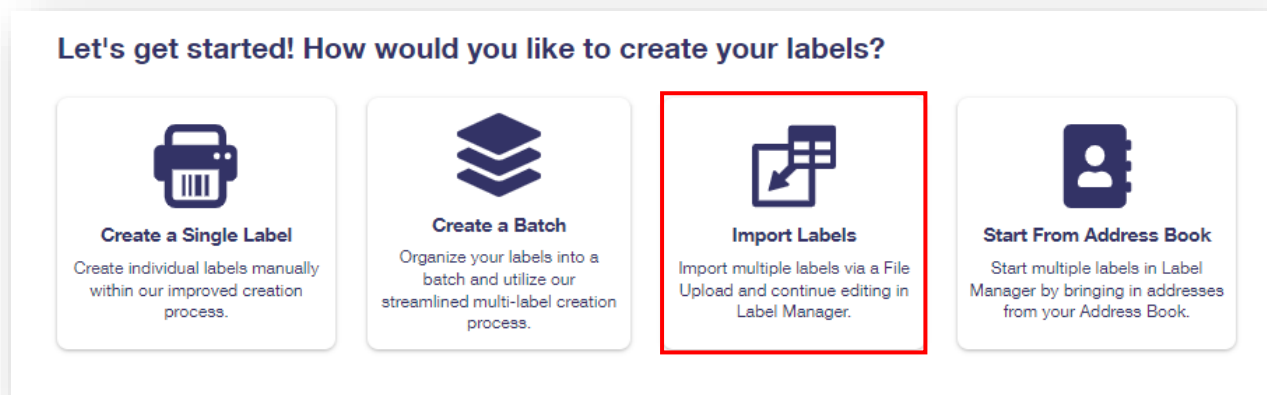
 CNSv2JobAid_FileUpload.xlsx <a href="#">Download here</a>	Please use this guide file and the steps below to understand the required fields and necessary inputs for Enhanced Click-N-Ship® file upload.  <i>Note, an updated Job Aid is currently under development which will be included in this document once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

### Import Labels Via File Upload

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

#### 1) Begin File Upload Process

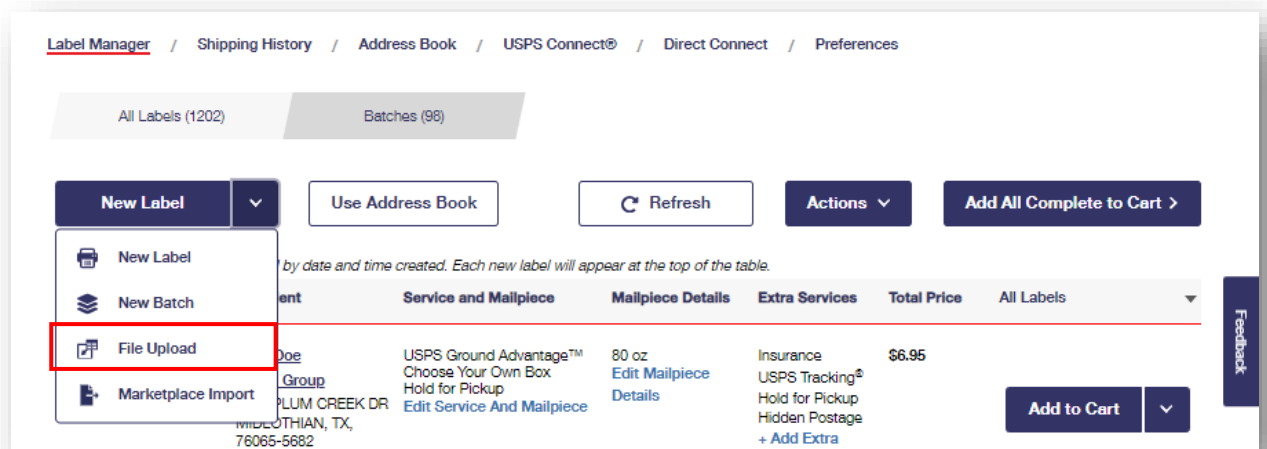
- a) **Option 1:** Select **Import Labels** located on the landing page.



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 (1202) Batches (96)

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.

Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Doe Group PLUM CREEK DR MIDCOTHIAN, TX, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra	\$6.95	

Add to Cart

Feedback

## 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 features a search box with the placeholder text "Search for an Existing Batch" and a magnifying glass icon. The search box is also highlighted with a red box. Below the search box is a list of search results, including "1706555347", "1706644542", "1707772780", and several "Batch 2024-04-01" entries with timestamps. A "Back" button is visible to the right of the search results.

- 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, there are two buttons: "Next: Import Labels" (which is highlighted with a red box) and "Back".



- 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

- 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.

(a)

### 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**

(b)

#### 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 (1 Label)** Edit Refresh

Batch Summary	Sender Information	Batch Notes
<b>Total</b> \$27.60	Earth Actually 8763 COMANCHE GAP SAN ANTONIO, TX, 78255	1233

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
<input type="checkbox"/>	09/13/2024	<b>Clark Kent</b> 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<span>Add to Cart</span> <span>▼</span>

## 7) Select Service and Mailpiece Types

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

- a) **Individual Recipient Method:** If you would like to add a service and mailpiece type specific to each recipient, select **Edit Service and Mailpiece** located in the recipient's label row. A pop-up will appear where you can select the Service and Mailpiece 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<b>Jane Doe</b> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra</a> <a href="#">Services</a>	\$6.95	<span>Add to Cart</span> <span>▼</span>
2 <input type="checkbox"/>	09/13/2024	<b>Clark Kent</b> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<span>Add to Cart</span> <span>▼</span>

- b) **Bulk Action Method:** If all recipients have the same Service and Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Mailpiece** section. A pop-up will appear where you can select the Service and Mailpiece 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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 8) Edit Mailpiece Details

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

- a) **Individual Recipient Method:** If you would like to add Mailpiece details specific to each recipient, select **Add Mailpiece Details** located in the recipient's label row. A pop-up will appear where you can enter the Mailpiece 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

- b) **Bulk Action:** If all recipients have the same Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Mailpiece Details** section. A pop-up will appear where you can enter the Mailpiece 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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>



- b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece 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 type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> ▼
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> ▼

## 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.

- 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**.

[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 checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> ▼
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> ▼


## 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 (1202) Batches (98)

**New Label** 

 New Label  
 New Batch  
 **File Upload**  
 Marketplace Import

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

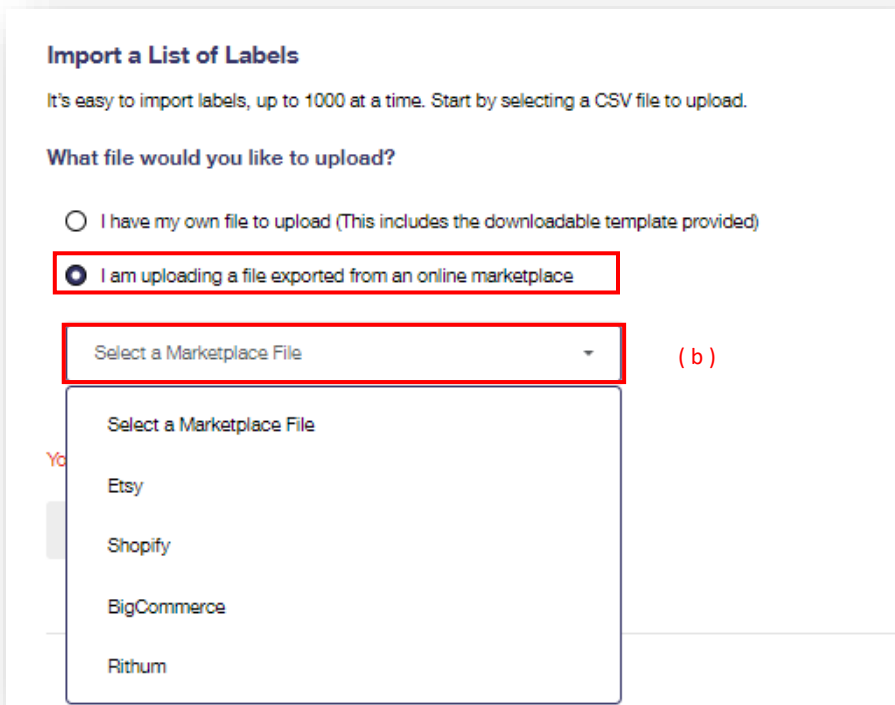
Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
 <a href="#">View</a>	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra</a>	\$6.95	<input type="button" value="Add to Cart"/>

[Feedback](#)

## 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 )



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

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

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

I am uploading a file exported from an online marketplace

Select a Marketplace File

Select a Marketplace File

Etsy

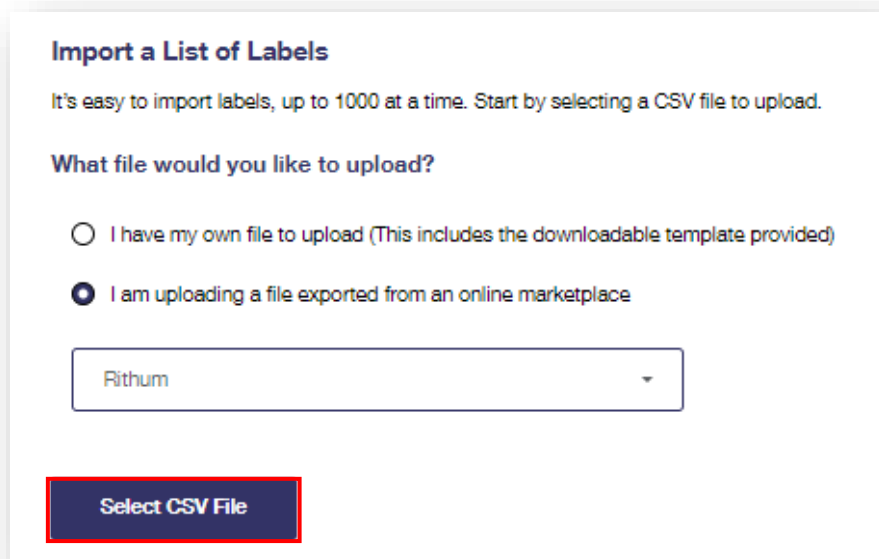
Shopify

BigCommerce

Rithum

( b )

- 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?**

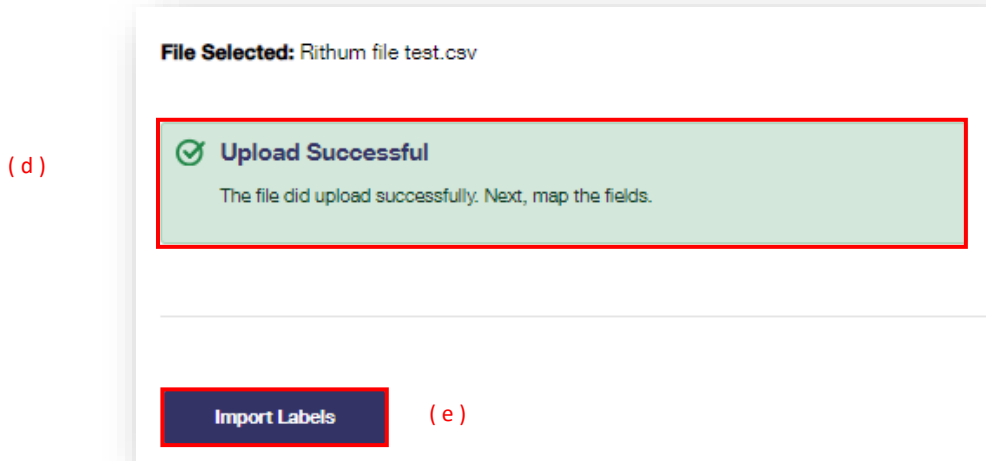
I have my own file to upload (This includes the downloadable template provided)

I am uploading a file exported from an online marketplace

Rithum

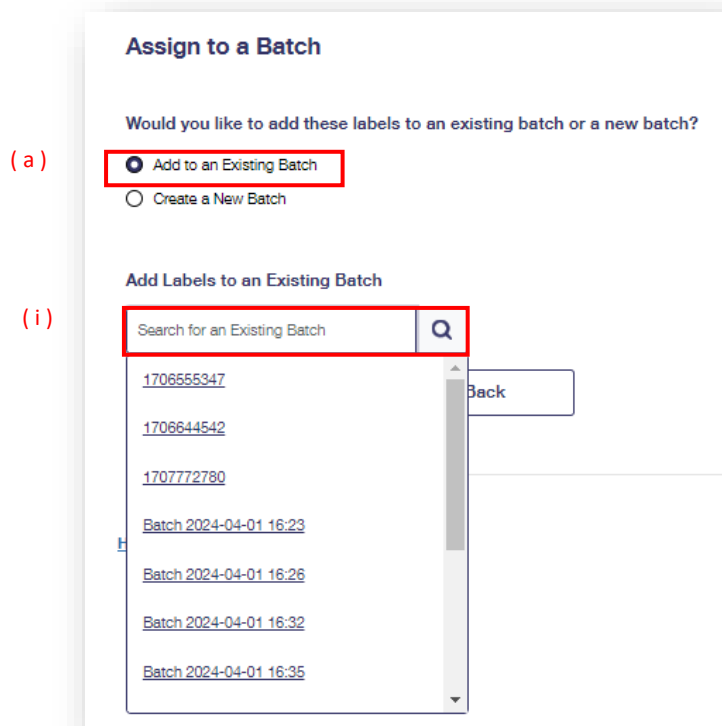
Select CSV File

- 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.



### 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.



- 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

**Next: Import Labels**

- 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.

**Assign to a Batch**

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

Add to an Existing Batch  
 Create a New Batch

**Add Labels to a New Batch**

Name this Batch of Labels in Click-N-Ship

Batch Name (optional)

Batch Notes

Add note for yourself (optional)

**Next: Import Labels**

#### 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.

(a)

#### 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**

(b)

#### 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

## 5) 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 (1 Label)** Edit Refresh

Batch Summary	Sender Information	Batch Notes
<b>Total</b> <span style="float: right;">\$27.60</span>	Earth Actually 8763 COMANCHE GAP SAN ANTONIO, TX, 78255	1233

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
<input type="checkbox"/>	09/13/2024	<b>Clark Kent</b> 300 SUPERMAN CHARLOTTE, NC, 28262-1234	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<span>Add to Cart</span> <span>▼</span>

## 6) Select Service and Mailpiece Types

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

- a) **Individual Recipient Method:** If you would like to add a service and mailpiece type specific to each recipient, select **Edit Service and Mailpiece** located in the recipient's label row. A pop-up will appear where you can select the Service and Mailpiece 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<b>Jane Doe</b> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra</a> <a href="#">Services</a>	\$6.95	<span>Add to Cart</span> <span>▼</span>
2 <input type="checkbox"/>	09/13/2024	<b>Clark Kent</b> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<span>Add to Cart</span> <span>▼</span>



- b) **Bulk Action Method:** If all recipients have the same Service and Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Service and Mailpiece** section. A pop-up will appear where you can select the Service and Mailpiece 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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 7) Edit Mailpiece Details

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

- a) **Individual Recipient Method:** If you would like to add Mailpiece details specific to each recipient, select **Add Mailpiece Details** located in the recipient's label row. A pop-up will appear where you can enter the Mailpiece 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

- b) **Bulk Action:** If all recipients have the same Mailpiece details, select the checkbox on the top left corner and then select **Edit** located beneath the **Mailpiece Details** section. A pop-up will appear where you can enter the Mailpiece 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 <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input checked="" type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

## 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** 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <a href="#">▼</a>
2	<input type="checkbox"/> 09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <a href="#">▼</a>

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece 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 type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/>
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>

## 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**.

[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 checked="" type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services	Total Price	All Labels
1 <input checked="" type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/>
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece</a> <a href="#">Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>


## 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 (1202) Batches (96)

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

New Label  
New Batch  
File Upload  
Marketplace Import

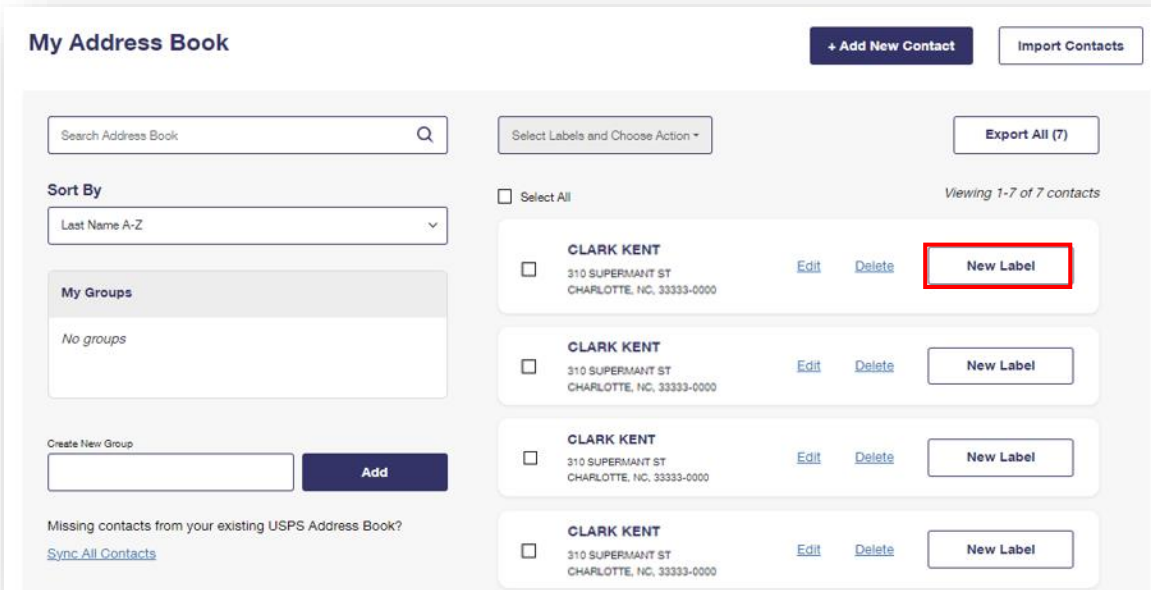
by date and time created. Each new label will appear at the top of the table.

Label	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Doe Group	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra	\$6.95	Add to Cart

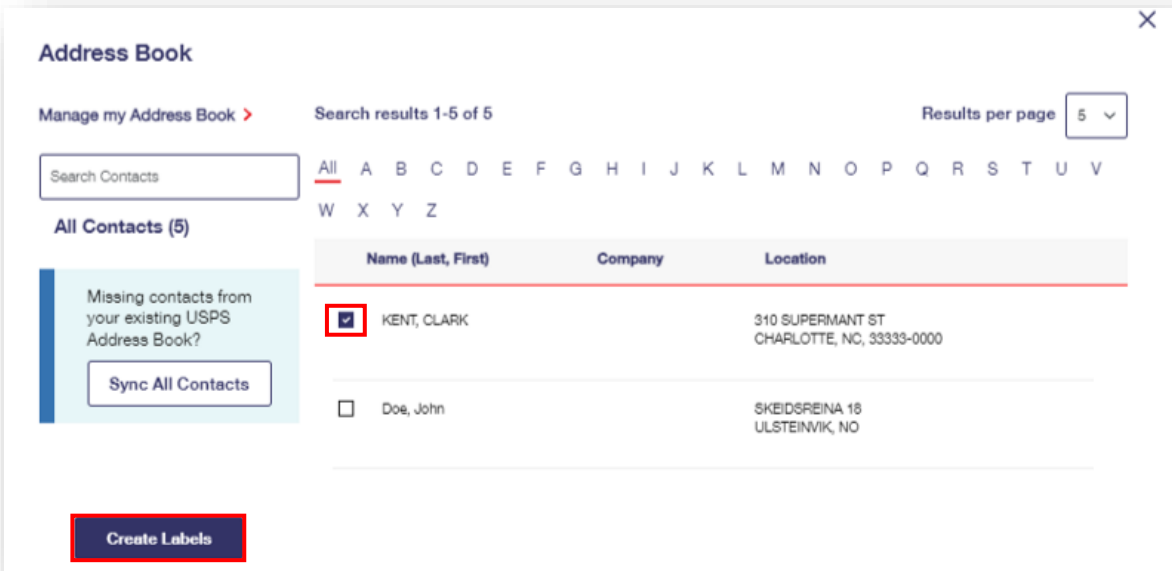
Feedback

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 Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/>
2 <input type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>

### 4) Select / Edit Service and Mailpiece Details

Refer to **page 19** of the Enhanced Click-N-Ship® User Guide to follow the steps required to select your Service and Mailpiece details.

### 5) Select / Edit Extra Services

Refer to **page 29** 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 (1202) Batches (98)

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

New Label New Batch File Upload Marketplace Import

Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
Doe Group PLUM CREEK DR MIDCOTTIAN, TX, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup Edit Service And Mailpiece	80 oz Edit Mailpiece Details	Insurance USPS Tracking® Hold for Pickup Hidden Postage + Add Extra	\$6.95	Add to Cart

#### 2) Follow Single Label Flow Creation Process

- a) Refer to **page 4** 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 **Step 4: Select 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.*

**Step 4: 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

- 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.

**Step 4: Select Extra**

**Create a Return Label**

This return label will be generated with the associated outgoing label. **You will not be charged for this return label unless it is used by the recipient.** You will be notified of its use and a postage due will show up in your Shipping Cart.

The return address on the label will be the same as the return address for the outgoing label.

Signature Services ⓘ Fee Varies

Create a return label ⓘ Charged upon use

You will not be charged for its use and a postage due will show up in your Shipping Cart.

recipient. You will be notified of

\*Select the service type for



## 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?**

<b>698</b> ● <a href="#">Incomplete Labels</a>	<b>516</b> ● <a href="#">Complete Labels</a>
<b>86</b> ● <a href="#">Incomplete Batches</a>	<b>15</b> ● <a href="#">Complete Batches</a>

### 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 type="checkbox"/>	Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> <a href="#">CBRG Group</a> 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a> <input type="checkbox"/>
2 <input type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a> <input type="checkbox"/>

- b) **Bulk Action Method:** If your batch of labels all have the same Service and Mailpiece 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 type="checkbox"/>	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Mailpiece <a href="#">Edit</a>	Mailpiece Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>	Total Price	All Labels
1 <input type="checkbox"/>	09/11/2024	<a href="#">Jane Doe</a> CBRG Group 100 PLUM CREEK DR MIDLOTHIAN, CA, 76065-5682	USPS Ground Advantage™ Choose Your Own Box Hold for Pickup <a href="#">Edit Service And Mailpiece</a>	80 oz <a href="#">Edit Mailpiece Details</a>	Insurance USPS Tracking® Hold for Pickup Hidden Postage <a href="#">+ Add Extra Services</a>	\$6.95	<a href="#">Add to Cart</a>
2 <input checked="" type="checkbox"/>	09/13/2024	<a href="#">Clark Kent</a> 300 DESIRE ST CHARLOTTE, NC, 28262-2550	Priority Mail Express® Flat Rate Envelope <a href="#">Edit Service And Mailpiece</a>	<a href="#">+ Add Mailpiece Details</a>	Insurance USPS Tracking® Label Delivery - Outbound <a href="#">Edit Extra Services</a>	\$27.60	<a href="#">Add to Cart</a>

- c) Once either option is selected, the **Select Extra Services** popup modal will appear. Select **Create a return label** checkbox.

### Select Extra Services

- Signature Services ⓘ Fee Varies
- Create a return label ⓘ Charged upon use
- Label Delivery ⓘ \$1.25
- 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 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

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 it's 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 it's 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.

**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?**

<b>698</b> ● <a href="#">Incomplete Labels</a>	<b>516</b> ● <a href="#">Complete Labels</a>
<b>86</b> ● <a href="#">Incomplete Batches</a>	<b>15</b> ● <a href="#">Complete Batches</a>

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

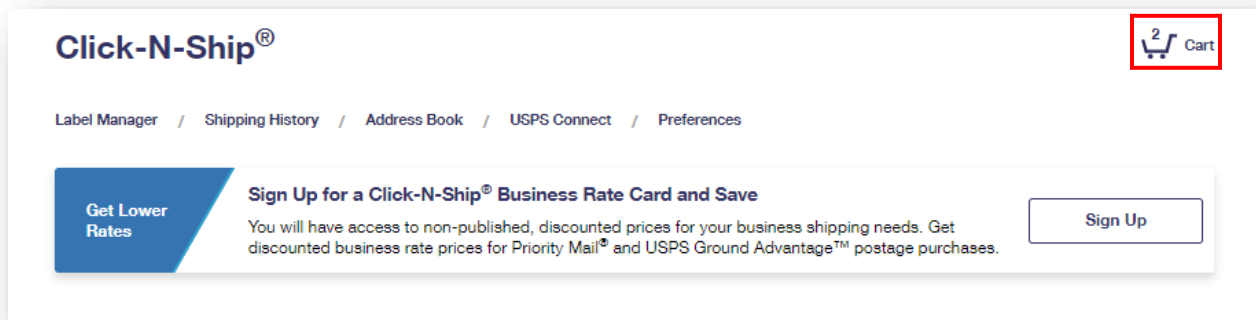
All Labels (34) Batches (1)

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

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

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

- 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.

**Label Cart (2)**

[Back to Label Manager](#)

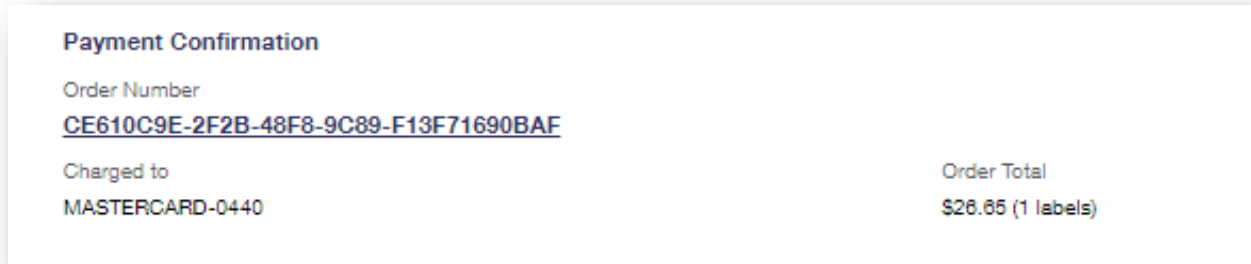
**\*Note for Return Services:** For any return services added, it is free to create and print the return label now. You will only be charged if this return label is used.

Remove

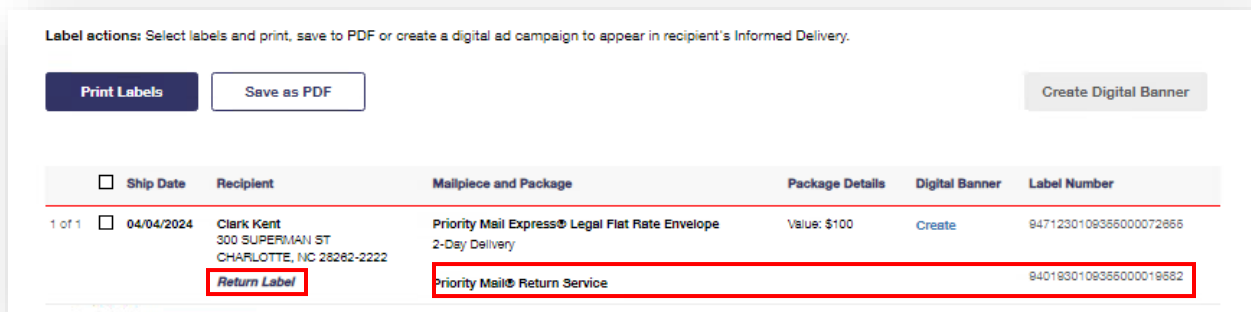
	<input type="checkbox"/> Ship Date	Recipient	Service and Mailpiece	Mailpiece Details	Mailpiece Services	Price
1 of 2 <a href="#">Edit</a>	<input type="checkbox"/> 03/22/2024	<b>Brittany</b> 12911 ASBURY DR	<b>Priority Mail® Flat Rate Envelope</b>	Value: \$100	Flat Rate Envelope Hidden Postage <b>Priority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

### 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**.



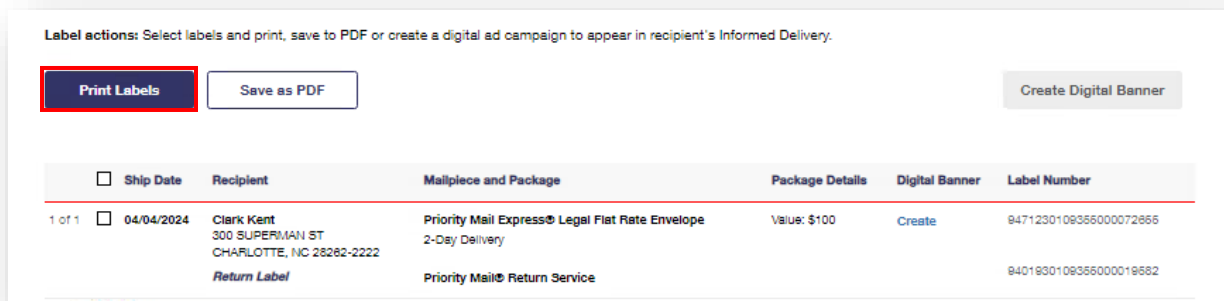
- b) Within the Payment Confirmation page, there will be a **Return Label indicator** for each outbound Label with a Return Label.
  - i. Note, you will also see the Return Label service type and tracking number in **(a)** the payment confirmation Label Table beneath its associated Outbound Label.



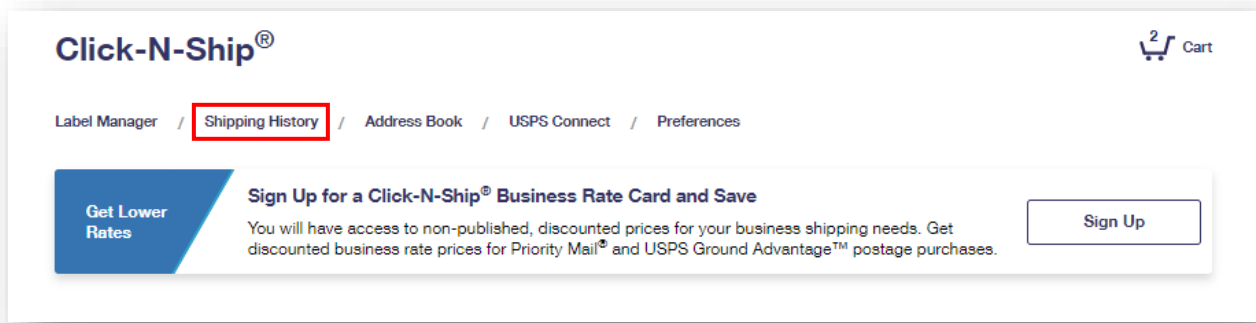
(a)

(i)

- c) To print your Return Labels, select **Print Labels** located under the **Label Actions** section at the bottom of the payment confirmation page.
  - i. Note, your Return Labels which will be printed out with their associated Outbound Label.



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



- 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	Clark Kent SAINT LOUIS, MO 63103 From ZIP: NC 28262	PM-RTN	<a href="#">9405830109355107149525</a>	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 the shipping homepage with a notification for 2 Postage Dues. The notification includes a 'View Details' link and a 'Pay Now' button. The total amount is \$21.00. The notification text reads: '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. \*All postage dues must be paid during your next transaction. Loyalty Credits cannot be applied to postage dues. You may choose to pay only postage dues now or with other labels during your next transaction. The Order Total at the bottom of the Cart includes Postage Dues.'

- 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 displays a table with columns: Ship Date, Label Number, Reason for Postage Due, and Postage Due. The total amount is \$21.00. The table contains two entries, both with the reason 'Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.'

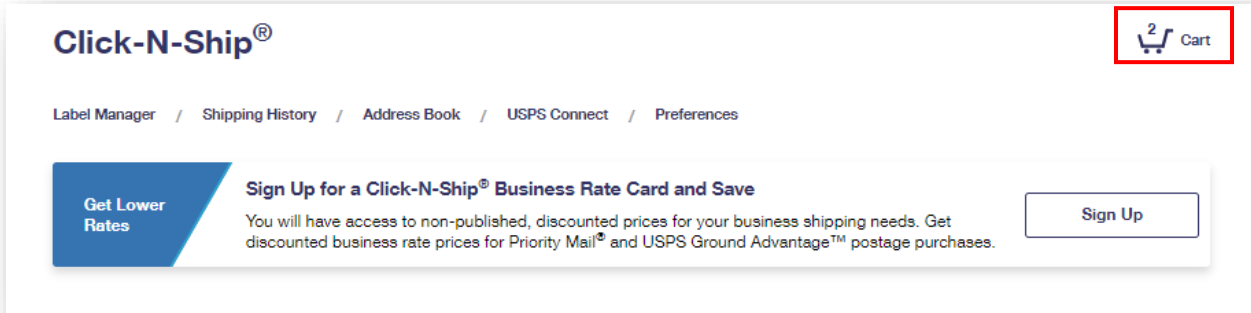
	Ship Date	Label Number	Reason for Postage Due	Postage Due
1	03/27/2024	<a href="#">9405830109355</a> <a href="#">107145176</a>	<b>Weight</b> Incorrect Weight: When entering the weight of the mailpiece, make sure all items are in the mailpiece so the weight logged is accurate.	\$12.00
2	03/27/2024	<a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

( b )

( c )

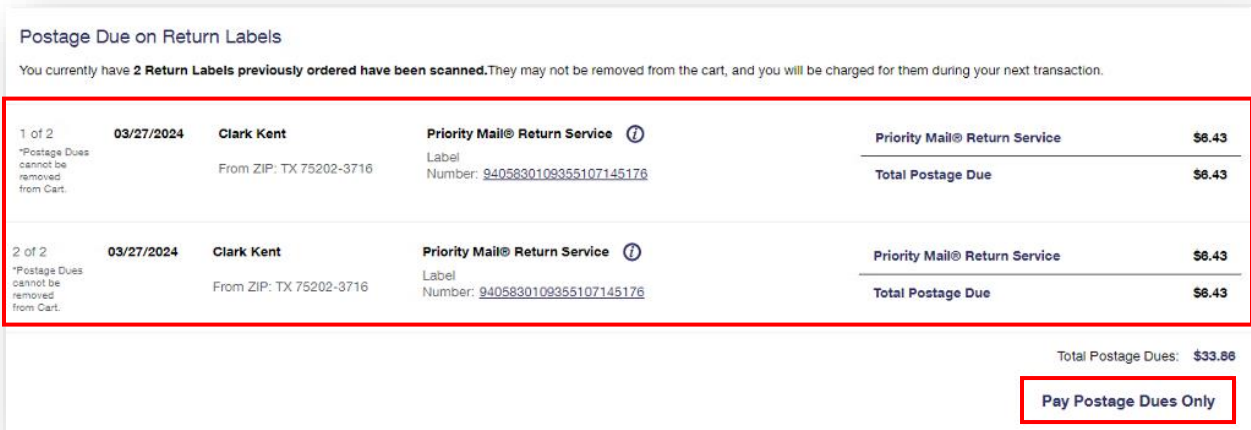
2) Pay for Scanned Return Labels via the Label Cart

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



- 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**.



( c )