

Front End Key Steps Guide Screenshots

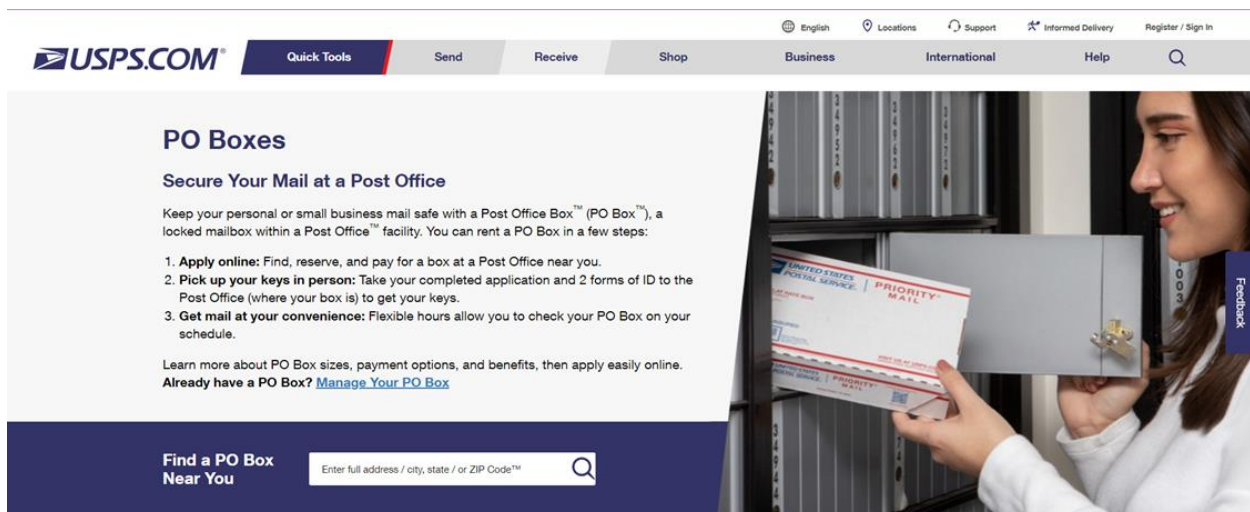
Welcome to PO Boxes Online!

This is not a step-by-step guide, but a key steps document to keep you on track as you navigate through the application.

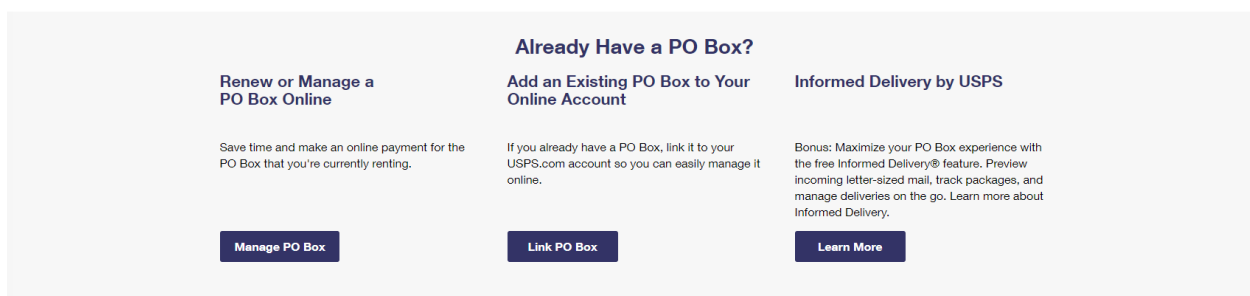
<https://www.usps.com/manage/po-boxes.htm>.

Landing Page

- You can login to Manage PO Box accounts online.
- Search for or reserve a new PO Box, renew a PO Box or link a PO Box to an account.
- Customers that are eligible for a Free Group E PO Box should not apply for a PO Box online. These customers should visit their local Post Office to complete their application.
 - For more information on Group E (no fee) PO Boxes, refer to the [Domestic Mail Manual \(DMM\)](#), sections 4.5.2 & 4.5.3.



The screenshot shows the USPS.com website's PO Boxes landing page. At the top is the USPS.COM logo and a navigation bar with links for Quick Tools, Send, Receive, Shop, Business, International, and Help. Below the navigation bar, the main heading is "PO Boxes" with the sub-heading "Secure Your Mail at a Post Office". The text explains that a PO Box is a locked mailbox within a Post Office facility and lists three steps: 1. Apply online, 2. Pick up your keys in person, and 3. Get mail at your convenience. A search bar is located at the bottom left with the text "Find a PO Box Near You" and a placeholder "Enter full address / city, state / or ZIP Code™". On the right side, there is a photograph of a woman in a white uniform holding a Priority Mail envelope and a key. A vertical "Feedback" button is visible on the right edge of the image.



The screenshot shows the "Already Have a PO Box?" section of the USPS.com website. It features three columns of content. The first column is titled "Renew or Manage a PO Box Online" and includes a "Manage PO Box" button. The second column is titled "Add an Existing PO Box to Your Online Account" and includes a "Link PO Box" button. The third column is titled "Informed Delivery by USPS" and includes a "Learn More" button. Each column contains a brief description of the service and its benefits.

Searching for an available PO Box online

- Enter your desired location information to search for available PO Boxes.
- View results of all Post Office locations that meet your search criteria.
- View and select from available box sizes and prices for that location, hours, directions and other premium services.

Step 1: Find a new PO Box™

Enter your address or ZIP Code™ to search for a PO Box near you. Select the location you want and check for availability and size options.

or

Showing Results 1-10 of 29

Filter Results ▾

0.25 miles away from you

Buckingham — Post Office™

235 N Glebe Rd, Arlington, VA 22203
Phone: (703) 525-9441

[Get Hours & Directions >](#)

What size PO Box™ are you looking for? ⓘ

Size 1-XS
3" x 5.5"

Size 2-S
5" x 5.5"

Size 3-M
5.5" x 11"

Size 4-L
11" x 11"

Size 5-XL
12" x 22.5"

What type of payment term works for you?

NOTE: A 3-month payment term requires enrolling in automatic renewals (No opt out). However, if you choose a 6- or 12-month term, you can opt out of automatic renewals.

3 Months \$132.00	6 Months \$230.00	12 Months \$460.00
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Prices displayed do not reflect potential one-time key deposit.
3-month boxes will automatically be signed up for automatic renewal. If you choose a 6 or 12-month term, you can opt-out of automatic renewal.

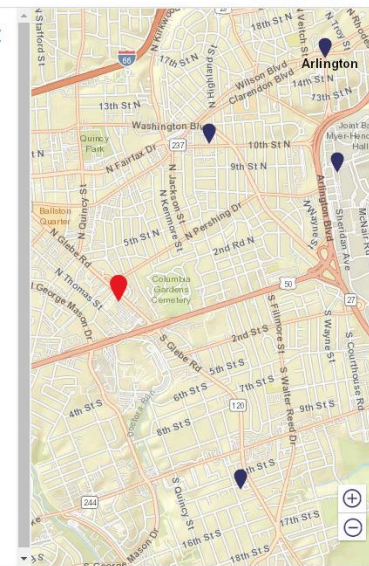
Get One Month Free!

If you change your selection from 6 months to 12 months, you'll qualify for an extra month's rent during our promotion.

[Reserve Now](#)

PREMIUM PO BOX SERVICES ⓘ

ON-SITE PARKING AVAILABLE



You must be 18 years old to open a PO Box online. If you're under 18, please visit your nearest Post Office.

Reserving a PO Box

- *Customers are required to have a USPS.com Account to reserve a PO Box online



Sign In To Your Account

Already have an account?

Enter Your Username and Password ⓘ

• indicates a required field

• Username

• Password

Sign In

[Forgot your username?](#) ⓘ

[Forgot your password?](#) ⓘ

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

New to USPS.com?

Create a USPS.com Account to...

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

Sign Up Now

- Make a selection, view and edit details for that selection.
- Select the auto renewal box.
 - Auto renewal will automatically submit payment on the 15th of the month, and on the 25th if payment failed on the 15th; 3-month box rental requires auto renewal; 6- & 12-month box rentals do not require auto renewal, you have the ability to opt-in or out by selecting or deselecting the check box.
 - During this interim period (15th to the 25th), you will be able to update your payment information in your online account. You may visit your local Post Office to pay for your PO Box in person.
 -
- Select Additional Services (if available)

Step 2: Reserve Your PO Box™

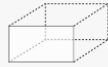
Now that you've found the PO Box that's right for you, complete the form below to reserve it.

PO Box Details *review before proceeding

PO BOX LOCATION

Buckingham — Post Office™
235 N Glebe Rd, Arlington, VA 22203
Phone: (703) 525-9441

PO BOX SIZE



Size 3-M
5.5" x 11"

PAYMENT PERIOD [Edit](#)

12 Months + 1 Month Free
\$460.00

Total Includes: Box Fee \$460.00,
One-Time Key Deposit \$0.00

AUTO RENEWAL

Enroll in automatic renewal.

NEXT PAYMENT DUE
04.30.2024

To edit, go back to [Step 1](#) >

Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Contact Details

Name and Primary Address:

Phone:



- Add additional PO Box users.
- Read and acknowledge the Privacy Act Statement and Terms and Conditions.

Want to add PO Box users?

List all the people, including members of a business, who will be receiving mail at this PO Box. All names listed must have verifiable ID upon request.*

*A parent or guardian may receive the mail of minors by listing their names (no ID is required).

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

[Add Personal User +](#) [Add Company User +](#)

Please Note:

Additional action is required after your online reservation. Once you reserve a PO Box online, you'll need to bring your PS Form 1093 and Customer Agreement and two acceptable forms of ID to the Post Office™ facility where your box is located.

Privacy Act Statement

Your information will be used to provide Post Office Box™ service. Collection is authorized by 39 U.S.C. 401, 403, 404, 407, and 411; 22 U.S.C. 214: 31 U.S.C. 7701. Supplying your information is voluntary, but if not provided, we may not be able to provide this service to you. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to agencies and entities to facilitate or resolve financial transactions; to a U.S. Postal Service® auditor; for law enforcement purposes, to labor organizations as required by applicable law; incident to legal proceedings involving the Postal Service; to government agencies in connection with decisions as necessary; to agents or contractors when necessary to fulfill a business function or provide products and services to customers; for customer service purposes; to a federal, state, or local government agency for the performance of its duties; to a person empowered to serve legal process; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box holder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies visit www.usps.com/privacypolicy

I have read, understand, and accept the **Terms & Conditions** for PO Boxes.

[◀ Back to Step 1: Find a PO Box™](#)

[Continue](#)

Payment and Billing Information / Confirmations

- Add, edit, and delete payment and billing information as needed.
- View expired payment accounts.
- **Please Note:** the billing address you enter needs to match the address the credit card statement goes to, or the payment will be declined.

PO Boxes Online





Cust / Ship Info	Billing	Review	Confirmation
------------------	---------	--------	--------------

Billing Information


Please select your payment method.


I hereby authorize the U.S. Postal Service to charge \$230.00. I have read, understand, and agree to the [Terms and Conditions](#).

Credit & Debit Card

Select from your saved cards or use a different card

 VISA ending in 5216 (Visa) - Preferred Card
Expires: 12/2030

 MasterCard ending in 0017 (MasterCard)
Expires: 12/2030

Order Summary:

PO Boxes Online®

Order Total:	\$230.00
Total:	\$230.00


Confirmation Page

- After submitting and reserving an available PO Box, you will see the Step 3 confirmation page.
- You can validate and edit details and billing information before submitting.
- View reminder to bring PS Form 1093, Customer Agreement form (if applicable), and two acceptable forms of U.S. ID to the local Post Office. For more information check out: [Acceptable Forms of Identification](#)

Step 3: Confirm Your PO Box™ Details

Make sure all your information is accurate and then submit to reserve your new PO Box™.

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Buckingham — Post Office™ 235 N Glebe Rd, Arlington, VA 22203 Phone: (703) 525-9441	 Size 3-M 5.5" x 11"	6 Months \$230.00 Total Includes: Box Fee \$230.00, One-time Key Deposit \$0.00	ON NEXT PAYMENT DUE 10.31.2023

To edit, go back to [Step 1](#) >

Additional Services

The following services are included with your PO Box at no additional charge (See [Customer Agreement](#) for details).

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)


To edit, go back to [Step 2](#) >

Contact Details

Name and Primary Address:	Phone:	Additional Users
Paynow Box PayNowBox Inc ACN 108 Bay St Vestal, NY 13850	(807) 725-9295 Email: samantha.r.goldstein@accenturefederal.com	None

To edit, go back to [Step 2](#) >

Billing Information

 ***** 5216

[Use Different Card](#) >

This is the credit card we have on file for you.*

*If your Automatic Renewal is set to "ON" (see PO Box details above), this card will be stored and used for future payments. If your Automatic Renewal is set to "OFF", this card will be charged just this one time.

Please Note:

Additional action is required after your online reservation. Once you reserve a PO Box online, you'll need to bring your PS Form 1093 and Customer Agreement available on the next page and two acceptable forms of ID to the Post Office™ facility where your box is located.

[Back to Payment](#)

[Submit](#)

Reservation Confirmed

You're all set. You can go to the Manage PO Box page to see your new PO Box™


Don't Forget

You'll need to activate your PO Box within 30 days to begin using it. Just visit the Post Office™ where you reserved your box and bring TWO forms of **acceptable identification**. One form of ID must contain a photograph, and another must confirm your physical address. You'll also need to bring your completed online application and Customer Agreement: **Print Your PS Form 1093 and Customer Agreement** >

Payment Received

DATE	04.18.2023	PAYMENT PERIOD		TRANSACTION#		CARD		AUTO RENEWAL	
AMOUNT	\$230.00	6 Months		92000024600997		VISA	***** 5216	ON	

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Buckingham — Post Office™ 235 N Glebe Rd, Arlington, VA 22203-9998 Phone: (703) 525-9441	 Size 3-M 5.5" x 11"	6 Months \$230.00 <small>Total Includes: Box Fee \$230.00, One-time Key Deposit \$0.00</small>	ON NEXT PAYMENT DUE 10.31.2023

Additional Services

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

[Manage PO Box](#)[Save As PDF](#)

Applying to and Reserving Off the Waitlist

- When a PO Box is not available, you can apply to be placed on the waitlist by completing the personal or business details, adding additional users, and selecting the desired payment period.

PO Boxes

[Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)[Home](#) > [Track & Manage](#) > [PO Boxes](#) > [Find & Reserve a PO Box](#)

Step 2: Apply for Waitlist

Fill out the application below to be added to the waitlist for your perfect PO Box™.

PO Box Details

PO BOX LOCATION

Buckingham — Post Office™
235 N Glebe Rd, Arlington, VA 22203
Phone: (703) 626-9441

PO BOX SIZE

 **Size 1-X3**
3' x 5.6'

AUTO RENEWAL

Enroll in automatic renewal.

To edit, go back to [Step 1](#) >

What type of payment term works for you?

NOTE: A 3-month payment term requires enrolling in automatic renewals (No opt out). However, if you choose a 6- or 12-month term, you can opt out of automatic renewals.

3 Months

\$66.00

6 Months

\$115.00

12 Months

\$230.00

Prices displayed do not reflect potential one-time key deposit.
8-month boxes will automatically be signed up for automatic renewal. If you choose a 6 or 12-month term, you can opt-out of automatic renewal.
If you're under 18, please visit your nearest Post Office.

Contact Details

Name and Primary Address:

PayNow Box
PayNowBox Inc
108 BAY ST
VESTAL, NY 13850

Phone:

(807) 725-9295

Email:

samantha.r.goldstein@accenturefederal.co
m

[Edit Contact Details](#) >

Want to add PO Box users?

List all the people, including members of a business, who will be receiving mail at this PO Box. All names listed must have verifiable ID upon request.*

*A parent or guardian may receive the mail of minors by listing their names (no ID is required).

First Name* M.I. Last Name*

[Add Personal User](#) + [Add Company User](#) +

Please Note:

Additional action is required after your online reservation. Once you reserve a PO Box online, you'll need to bring your PS Form 1093 and Customer Agreement and two acceptable forms of ID to the Post Office™ facility where your box is located.

Privacy Act Statement

Your information will be used to provide Post Office Box™ service. Collection is authorized by 39 U.S.C. 401, 403, 404, 407, and 411; 22 U.S.C. 214; 31 U.S.C. 7701. Supplying your information is voluntary, but if not provided, we may not be able to provide this service to you. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to agencies and entities to facilitate or resolve financial transactions; to a U.S. Postal Service® auction; for law enforcement purposes; to labor organizations as required by applicable law; incident to legal proceedings involving the Postal Service; to government agencies in connection with decisions as necessary; to agents or contractors when necessary to fulfill a business function or provide products and services to customers; for customer service purposes; to a federal, state, or local government agency for the performance of its duties; to a person empowered to serve legal process; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box holder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

I have read, understand, and accept the [Terms & Conditions](#) for PO Boxes.

[< Back to Step 1: Find a PO Box™](#)

[Continue](#)

PO Boxes


[Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)

Home » Track & Manage » PO Boxes » Find & Reserve a PO Box

Step 3: Confirm Your Waitlist Details

Make sure all your information is accurate and then submit to complete your PO Box™ waitlist application.

PO Box Details

PO BOX LOCATION Buckingham — Post Office™ 235 N Glebe Rd, Arlington, VA 22203 Phone: (703) 525-9441	PO BOX SIZE  Size 1-XS 3" x 5.5"	PAYMENT PERIOD Edit 12 Months \$230.00	AUTO RENEWAL <input checked="" type="checkbox"/> Enroll in automatic renewal.
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To edit, go back to [Step 1](#) >

Contact Details

NAME & ADDRESS Paynow Box 108 Bay St Vestal, NY 13850	EMAIL & PHONE samantha.r.goldstein@accenturefederal.co m (607) 725-9295	ADDITIONAL USERS None
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To edit, go back to [Step 2](#) >

[Back to Step 2: Apply for Waitlist](#)

[Submit](#)

- When a box becomes available, you will be notified via email and on the Manage PO Box page where you can then reserve the box online.

PO Box Arlington, VA 22203	PO BOX SIZE Size 2-S 5" x 5.5"	STATUS CLOSED	NEXT PAYMENT DUE N/A	See Details > Remove PO Box > Reserve a new PO Box >
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✕ ACTION REQUIRED: To activate this PO Box, print form 1093 and bring it to your Post Office with two forms of ID within 30 days of purchase.				Print Form 1093
PO Box Arlington, VA 22203	PO BOX SIZE Size 3-M 11" x 5.5"	STATUS INACTIVE	NEXT PAYMENT DUE N/A	See Details > Close/Request Refund > View Form 1093 >

PO Box Requested Arlington, VA 22203	PO BOX SIZE Size 1-XS 3" x 5.5"	STATUS WAITLISTED	NEXT PAYMENT DUE N/A	See Details > Remove from Waitlist >
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PO Box Requested Arlington, VA 22203	PO BOX SIZE Size 1-XS 3" x 5.5"	STATUS WAITLISTED	NEXT PAYMENT DUE N/A	See Details > Remove from Waitlist >
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[Back to top](#)

Managing PO Boxes Online

- Once you login to Customer Registration, you will be taken to the Manage PO Box page where the My PO Boxes tab will open.
- You can view all PO Boxes you are managing online along with specific PO Box details for each.



Sign In To Your Account

Already have an account?

Enter Your Username and Password ⓘ

• indicates a required field

• Username

• Password

Sign In

[Forgot your username?](#) ⓘ

[Forgot your password?](#) ⓘ

New to USPS.com?

Create a USPS.com Account to...

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

Sign Up Now


PO Boxes

[Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)

Home >> Track & Manage >> PO Boxes >> Manage PO Box

Welcome **Paynow Box!** [Not Paynow Box? Sign Out >](#)

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

 [My PO Boxes](#)

 [Account Activity](#)

[Reserve a New PO Box](#)

[Link a PO Box](#)

Your Current PO Box Account

PO Box
Sanbornville, NH 03872

PO BOX SIZE
Size 2-S
5" x 5.5"

STATUS
CLOSED



NEXT PAYMENT DUE
N/A








[See Details >](#)
[Remove PO Box >](#)
[Reserve a new PO Box >](#)

- By selecting the Account Activity tab on the Manage PO Box page, you can view general account activity information, reminders of upcoming deadlines, and notifications for all PO Boxes managed online.
- Samples of account activity screens are shown below.

Welcome **Paynow Box!** [Not Paynow Box? Sign Out >](#)

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

 My PO Boxes Account Activity

×	04.18.2023 PO Box 207		 Your PO Box payment is now due.	Make a Payment Today >
×	04.18.2023 PO Box		 Your PO Box needs to be activated by 05.18.2023.	
×	04.18.2023 PO Box 8330		 Your card will be charged on April 25, 2023.	
×	04.18.2023 PO Box Requested		 Congratulations, your PO Box is reserved. To activate, bring two forms of ID and Form 1093 to the Post Office™.	Print Form 1093 >
×	04.18.2023 PO Box Requested		 Success. You're now on the waitlist for a PO Box.	
×	02.19.2023 PO Box		 Your PO Box has been closed. Thank you for your business.	Change Your Address >
×	02.19.2023 PO Box		 Your card will be refunded in 3-5 business days.	

Renewing a PO Box Online

- Select the “Renew” button on the PO Boxes Online landing page to make a payment on a PO Box.
 - You will receive an email notification and a notification within the Account Activity tab when payment is due, or renewal is required.

<h3>Renew or Manage a PO Box Online</h3> <p>Save time and make an online payment for the PO Box that you're currently renting.</p> <p>Manage PO Box</p>	<h3>Already Have a PO Box?</h3> <h4>Add an Existing PO Box to Your Online Account</h4> <p>If you already have a PO Box, link it to your USPS.com account so you can easily manage it online.</p> <p>Link PO Box</p>	<h4>Informed Delivery by USPS</h4> <p>Bonus: Maximize your PO Box experience with the free Informed Delivery® feature. Preview incoming letter-sized mail, track packages, and manage deliveries on the go. Learn more about Informed Delivery.</p> <p>Learn More</p>
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- Click the 'Renew PO Box' link under the 'My PO Boxes' tab.


PO Boxes


[Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)

[Home](#) » [Track & Manage](#) » [PO Boxes](#) » [Manage PO Box](#)

Welcome Paynow Box! [Not Paynow Box? Sign Out >](#)

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

 [My PO Boxes](#)

 [Account Activity](#)

Reserve a New PO Box

Link a PO Box

Your Current PO Box Account

✕ ACTION REQUIRED: Your PO Box expired on 6.30.2022 (18 day(s) ago). Renew your PO Box now.

[Renew PO Box](#)

PO Box 53 New York, NY 10101	PO BOX SIZE Size 1-XS 3" x 5.5"	STATUS ACTIVE	NEXT PAYMENT DUE 06.30.2022 Edit Auto Renewal >	See Details > Renew PO Box > Close/Request Refund >
CONTACT INFORMATION WHO CAN ACCESS	LOCATION OFFICIAL PO BOX ADDRESS Paynow Box PO Box 53 New York, NY 10101 Copy Address >	POST OFFICE ADDRESS Radio City - Post Office 322 W 52nd St New York, NY 10019 Get Directions >		

- Review and edit your box details, payment period and automatic renewal eligibility.
- Select available Additional Services if you are not currently enrolled.
- Read and check the Terms & Conditions box, then proceed to the Billing page to review or enter payment information.

- If applicable, view Informed Delivery enrollment banner.
- If applicable, select interest/disinterest in Informed Delivery

Informed Delivery

Know when to make a trip out to the Post Office. With the free Informed Delivery® feature, get a digital preview of your incoming mail and track packages anytime, anywhere. [Learn more about Informed Delivery.](#)

- I am interested
- I am not interested at this time

Privacy Act Statement

Your information will be used to facilitate enrollment in and administration of Informed Delivery®. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided we will not be able to process your request. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited



[◀ Back to Step 1: Find a PO Box™](#)

[Continue](#)

- If interested in Informed Delivery, select the checkbox to agree to the Terms & Conditions

Informed Delivery

Know when to make a trip out to the Post Office. With the free Informed Delivery® feature, get a digital preview of your incoming mail and track packages anytime, anywhere. [Learn more about Informed Delivery.](#)

- I am interested

Please select the address(es) you would like to enroll:

PO Box: New Box ⓘ
ARLINGTON, VA 22204

I have read, understand and agree to the [Terms and Conditions](#) for Informed Delivery. By checking this box and accepting, I acknowledge that I am opting in to the Informed Delivery feature, and I warrant and represent that I am eligible to receive mail at the address indicated in my profile.

- I am not interested at this time

Privacy Act Statement

Your information will be used to facilitate enrollment in and administration of Informed Delivery®. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided we will not be able to process your request. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited



[◀ Back to Step 1: Find a PO Box™](#)

[Continue](#)

- If applicable, view Informed Delivery selection and reminder that Informed Delivery mail and package information will display in 2-5 days after enrollment submission.

PO Boxes Online

Once you've completed your transaction, an email confirmation will be sent to you at your profile email address [\[redacted\]@\[redacted\].com](#)
[Edit My Profile](#)

Billing Information

ORDER TOTAL
\$48.00

*Indicates a required field

Paying with a credit card is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#).

Use a Credit Card    

CARD TYPE	NICKNAME	CARD NUMBER	EXPIRES	CARD SECURITY CODE* ⓘ
CARD 1 Edit				
<input checked="" type="radio"/> American Express®	AMEX	**** *6685	04/2026	<input type="text" value="0000"/>
CARD 2 Edit				
<input type="radio"/> VISA®	Valid djsc	**** *1238	01/2018 <small>This account has expired.</small>	<input type="text" value="000"/>
CARD 3 Edit				
<input type="radio"/> VISA®	VIZ	**** *6216	04/2024	<input type="text" value="000"/>

Add New Card: +

This Terms of Use Agreement (this "Agreement") is a legal agreement between you ("You" "Your" "Customer" or "User") and the United States Postal Service®, an Independent Establishment of the Executive Branch of the United States Federal Government ("USPS" or "Postal Service"). I Agree to the terms and conditions set forth in these terms and conditions for the use of my credit card payment information that I choose to utilize within USPS.com and its various stores. This Agreement is between You and USPS only, and provides USPS the ability and authorization, with your consent and initiated by you, to utilize Your credit card payment information for any customer initiated payments and/or purchases on any and all stores within USPS.com. USPS is solely responsible for the services, content and materials provided through usps.com® and the Service generally. User acknowledges and agrees that he or she is solely responsible for and shall abide by (i) the terms of this Agreement; and (ii) all policies, procedures and regulations of the United States Postal Service; and (iii) any cardholder, issuing bank and card brand rules. User warrants, represents and agrees that you have all legal rights to utilize the credit card information for which you are providing authorization for this purchase. This Agreement shall terminate upon the date that all obligations of the parties hereto with respect to this Agreement have been satisfied.

- After entering your payment information, you will see the Pay Now Review page.
- You can validate and edit order details and billing information before submitting.

PO Boxes


[Find & Reserve a PO Box](#) / [Manage PO Box](#) / [Get Support](#)

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PO Box™ 53: Pay Now

Make sure all your information is accurate and then submit to make a PO Box payment.

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Radio City — Post Office™ 322 W 82nd St, New York, NY 10019 Phone: (212) 285-3672	 Size 1-XS 3' x 5.5'	6 Months \$97.00	ON

Additional Services

The following services are included with your PO Box at no additional charge (See [Customer Agreement](#) for details).

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Billing Information

VISA **** * 5218

This is the credit card we have on file for you.*

*If your Automatic Renewal is set to "ON" (see PO Box details above), this card will be stored and used for future payments. If your Automatic Renewal is set to "OFF", this card will be charged just this one time.

[Use Different Card >](#)

[< Back to Payment](#)

[Submit](#)

- After submitting, you will see the Payment Success page. You will also receive an email notification that your payment was processed.
- When you click the 'Manage PO Box' button at the bottom, you will go back to the "My PO Boxes" tab.


Payment Successful

Your payment was successful.

Payment Received - PO Box™ 53

DATE	07.13.2023	PAYMENT PERIOD	TRANSACTION#	CARD
AMOUNT	\$97.00	6 Months	92000024608171	 ***** 5216

PO Box Details

PO BOX LOCATION	PO BOX SIZE	PAYMENT PERIOD	AUTO RENEWAL
Radio City — Post Office™ 322 W 52nd St, New York, NY 10019 Phone: (212) 265-3672	 Size 1-X3 3' x 6.5'	6 Months \$97.00	ON
			NEXT PAYMENT DUE 12.31.2022

Additional Services

- Street Addressing** - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.
- Signature on File** - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Don't forget:

To begin using your additional services, you will need to bring along your Customer Agreement form to the Post Office, available to print here: [Customer Agreement](#) >

[Manage PO Box](#)[Save As PDF](#)

Editing Automatic Renewal

- On the Edit Payment Details tab, you can modify 1) payment card type, 2) payment period, and 3) auto renewal status (if applicable). In this example, auto renewal was originally on, but was turned off (see before and after).
- Auto renewal will automatically submit payment on the 15th of the month, and on the 25th if payment failed on the 15th; 3-month box rental requires auto renewal; 6- & 12-months box rentals do not require auto renewal, you have the ability to opt-in or out by selecting or deselecting the check box.
- During this interim period (15th to the 25th), you will be able to update your payment information in your online account. You may visit your local Post Office to pay for your PO Box in person.

PO Boxes Find & Reserve a PO Box / Manage PO Box / Get Support

Home » Track & Manage » PO Boxes » Manage PO Box

PO Box™ 53

You'll find details for this PO Box below, including buttons to make a payment, change your Auto Renewal status or close your box.


Pay NowEdit Payment Details**Close / Request Refund**

Edit Payment Details

Change your payment method, your payment period or turn your Auto Renewal off or on.

PAYMENT TERMS ✕

CARD PAYMENT PERIOD AUTO RENEWAL

 5216 **3 Months**
\$55.00 **6 Months**
\$97.00 **12 Months**
\$194.00 Enroll in automatic renewal.

[Use Different Card >](#)

3-month boxes will automatically be signed up for automatic renewal.
If you choose a 6 or 12 month term, you can opt-out of automatic renewal.

Cancel **Continue**

- You will see a confirmation of the change in automatic renewal selection.

PO Boxes

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PO Box™ 53

You'll find details for this PO Box below, including buttons to make a payment, change your Auto Renewal status or close your box.

[Pay Now](#)

[Edit Payment Details](#)

[Close / Request Refund](#)

Edit Payment Details

Change your payment method, your payment period or turn your Auto Renewal off or on.

PAYMENT DETAILS UPDATED ✕

You have turned off Auto Renewal for PO Box 53.

NEXT PAYMENT PERIOD	NEXT PAYMENT DUE	POST OFFICE ADDRESS
6 Months	06.30.2022	Radio City - Post Office 322 W 52nd St New York, NY 10019

PO Box Details

PO Box 53 New York, NY 10101	PO BOX SIZE Size 1-XS 3' x 5.5"	STATUS ACTIVE	NEXT PAYMENT DUE 06.30.2022	AUTO RENEWAL OFF Set Up Auto Renewal >
CONTACT INFORMATION WHO CAN ACCESS View Form 1093 >	LOCATION OFFICIAL PO BOX ADDRESS Paynow Box PO Box 53 New York, NY 10101 Copy Address	POST OFFICE ADDRESS Radio City - Post Office 322 W 52nd St New York, NY 10019 Get Directions >		
PAYMENT INFORMATION NEXT PAYMENT PERIOD 6 Months				
AUTO RENEWAL OFF				

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Linking a PO Box Online

- Select the “Link” button on the “Manage PO Box” page to sign into your account.
- **Please Note:** your information must be entered exactly how it appears on the original PO Box reservation, for the PO Box to be properly linked.
 - Enter exactly how the First and Last name (and Company name) appears.
 - Many times, the First and Last name are reversed; this should show on the renewal notification, in the customers PO Box account, in the New PO Box Order Details confirmation email, PO Box payment confirmation email, and on the customer’s PS Form 1093
 - Your PO Box number ZIP Code™ may be different from the ZIP Code™ of the Post Office where your box is located.

Renew or Manage a PO Box Online	Already Have a PO Box? Add an Existing PO Box to Your Online Account	Informed Delivery by USPS
Save time and make an online payment for the PO Box that you’re currently renting.	If you already have a PO Box, link it to your USPS.com account so you can easily manage it online.	Bonus: Maximize your PO Box experience with the free Informed Delivery® feature. Preview incoming letter-sized mail, track packages, and manage deliveries on the go. Learn more about Informed Delivery.
Manage PO Box	Link PO Box	Learn More



Sign In To Your Account

Already have an account?

Enter Your Username and Password ⓘ

• indicates a required field

• Username

• Password

[Sign In](#)

[Forgot your username?](#) ⓘ

[Forgot your password?](#) ⓘ

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

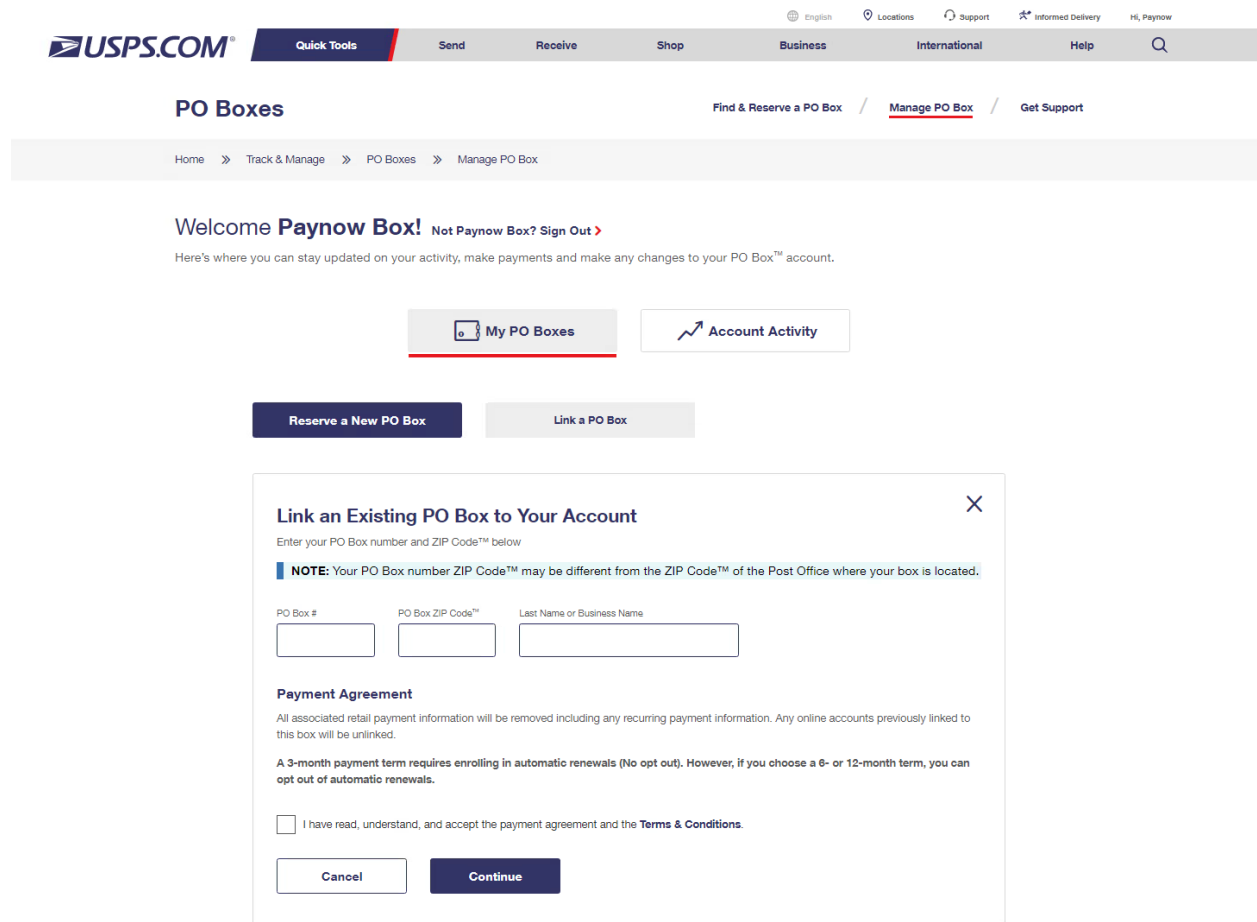
New to USPS.com?

Create a USPS.com Account to...

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

[Sign Up Now](#)

- On the “Link a PO Box” tab, you can enter the PO Box #, PO Box ZIP Code, and Last Name / Business Name of the box you want to link to your account.
 - You should read the Payment Agreement and are required to agree to the Terms & Conditions by selecting the check box.
- Select “Continue” to proceed to the review page.



The screenshot shows the USPS.com website interface. At the top, there is a navigation bar with the USPS logo, 'Quick Tools', and links for 'Send', 'Receive', 'Shop', 'Business', 'International', and 'Help'. Below this is a 'PO Boxes' section with a breadcrumb trail: 'Home > Track & Manage > PO Boxes > Manage PO Box'. A welcome message for 'Paynow Box!' is displayed, along with buttons for 'My PO Boxes' and 'Account Activity'. The main content area features two buttons: 'Reserve a New PO Box' and 'Link a PO Box'. The 'Link a PO Box' button is selected, leading to a modal window titled 'Link an Existing PO Box to Your Account'. This modal contains a form with three input fields: 'PO Box #', 'PO Box ZIP Code™', and 'Last Name or Business Name'. Below the form is a 'Payment Agreement' section with a checkbox for accepting terms and conditions, and 'Cancel' and 'Continue' buttons.

USPS.COM® Quick Tools Send Receive Shop Business International Help

PO Boxes Find & Reserve a PO Box / Manage PO Box / Get Support

Home > Track & Manage > PO Boxes > Manage PO Box

Welcome **Paynow Box!** Not Paynow Box? Sign Out >

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

My PO Boxes **Account Activity**

Reserve a New PO Box **Link a PO Box**

Link an Existing PO Box to Your Account ✕

Enter your PO Box number and ZIP Code™ below

NOTE: Your PO Box number ZIP Code™ may be different from the ZIP Code™ of the Post Office where your box is located.

PO Box # PO Box ZIP Code™ Last Name or Business Name

Payment Agreement

All associated retail payment information will be removed including any recurring payment information. Any online accounts previously linked to this box will be unlinked.

A 3-month payment term requires enrolling in automatic renewals (No opt out). However, if you choose a 6- or 12-month term, you can opt out of automatic renewals.

I have read, understand, and accept the payment agreement and the **Terms & Conditions**.

Cancel **Continue**

- You can opt out of automatic payment if you have **6 or 12-month boxes**.
- If you choose to opt out of automatic payment by un-selecting the auto renewal box, you will go straight to the confirmation page. If you choose to enroll in auto renewal, you will proceed to the billing page to enter and store payment information for future payment.
- You **cannot opt out** of automatic payment if you have **3-month boxes**, auto renewal is required for 3-month boxes, and will proceed to the billing page.
- You may be eligible to enroll in Additional Services if your Post Office location offers Premium PO Box Services

Link an Existing PO Box to Your Account

Your account is on a 6-month payment cycle, so you have the option to opt out of Automatic Renewal for your PO Box.

PAYMENT PERIOD	AUTO RENEWAL
6 Months	<input checked="" type="checkbox"/> Enroll in automatic renewal.

Add Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Please Note:
Once you add any additional service, you'll need to bring Customer Agreement (available on the next page) to the Post Office where your box is located.

- If you are setting up automatic renewal, you will get a second review page to confirm or edit your payment information.

Link an Existing PO Box to Your Account

Auto Renewal Information

CARD VISA **** * 1238	PAYMENT PERIOD 12 months	AUTO RENEWAL <input checked="" type="checkbox"/> Enroll in automatic renewal.
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[Use Different Card >](#)

Add Additional Services

The following services are included with your PO Box at no additional charge (Select each Additional Service you wish to use. See [Customer Agreement](#) for details).

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

Please Note:
Once you add any additional service, you'll need to bring Customer Agreement (available on the next page) to the Post Office where your box is located.

- Lastly, you will get a confirmation page indicating the PO Box has successfully linked to your account. It will show the PO Box number and include whether automatic payment renewal was selected or not. (This example shows it was selected for a 12-month box).
- View Action Required reminding you to bring your Customer Agreement form to your Post Office location, if you enrolled in Additional Services

PO Box Linked

Your PO Box has been successfully linked to your account.

PO Box 331

NEXT PAYMENT DUE 01.31.2019	POST OFFICE ADDRESS Pinckney - Post Office™ 1325 E Mi 36 Pinckney, MI 48169
AUTO RENEWAL OFF	

Additional Services - Pending Activation

Street Addressing - Your PO Box comes with a real street address so you can order online and receive packages from any shipper.

Signature on File - You don't have to go to the retail counter to pick up certain signature and insured items. (Priority Mail Express®, Signature Confirmation™, and Insured Mail greater than \$500)

ACTION REQUIRED:
Pending service(s) will be removed if not activated at the Post Office in 30 days. To activate your Additional Services, you'll need to bring along your Customer Agreement form to your Post Office, available to be printed here. [Customer Agreement >](#)

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Closing a PO Box Online

- If a PO Box is eligible to “Close or Request Refund”, you will see a link in the box details.
- You can close a box online or at your local Post Office. You must return your key(s) at the local Post Office to receive your key deposit.

✕ **ACTION REQUIRED: Your PO Box expired on 6.30.2022 (18 day(s) ago). Renew your PO Box now.** [Renew PO Box](#)

PO Box 54 New York, NY 10101	PO BOX SIZE Size 2-5 5" x 5.5"	STATUS ACTIVE	NEXT PAYMENT DUE 06.30.2022 Set up Auto Renewal >	See Details > Renew PO Box > Close/Request Refund >
CONTACT INFORMATION WHO CAN ACCESS	LOCATION OFFICIAL PO BOX ADDRESS Paynow Box PO Box 54 New York, NY 10101 Copy Address >	POST OFFICE ADDRESS Radio City - Post Office 322 W 52nd St New York, NY 10019 Get Directions >		

Close PO Box 54 ✕

This PO Box is not eligible for a refund.

This PO Box is within 3 months of the service end date so it is not eligible for a refund check. Check the [Terms and Conditions](#) or [Refund Policy](#) for more information on which boxes are eligible and how refund amounts are calculated.

If you are enrolled in Informed Delivery for this PO Box Address, your subscription will be discontinued upon closing your PO Box.

[View Disclaimer >](#)

Yes I have read and agree to the disclaimer.

[Cancel](#) [Close PO Box](#)

- If you are not eligible for a refund you will see a message that the box is successfully closed and instructions for picking up mail, or submitting a change of address, on the confirmation page.
- Before you can “Close / Request Refund” for an eligible PO Box, you must provide a reason from the dropdown menu and agree to the disclaimer.
- If you are eligible for a refund you will see information about the refund on the confirmation page with instructions for picking up mail or submitting a change of address.
- If you are enrolled in Informed Delivery for your PO Box, you will see information your access to Informed Delivery will be discontinued upon closing your PO Box

Your Current PO Box Account

Close PO Box 26149 ✕

This PO Box™ is eligible for a refund.

You cancelled within the first half of your 6 months renewal term, so you are eligible to receive a 50% refund. Check the [Terms and Conditions](#) or [Refund Policy](#) for more information on which boxes are eligible and how refund amounts are calculated.

Post Office:

If you are enrolled in Informed Delivery at this PO Box address, your access to Informed Delivery will be discontinued upon closing your PO Box.

Please select a reason for your refund

Refund Reason ▼

[View Disclaimer >](#)

Yes I have read and agree to the disclaimer.

PO Box™ 54 has been closed. ✕

You will not receive a refund. Mail from this box will be held for up to 10 days after today. To receive mail sent to the PO Box after 10 days, you will need to set up a forwarding address by changing your address.

PO BOX DETAILS

PO Box 54

STATUS

CLOSED

POST OFFICE ADDRESS

Radio City - Post Office
322 W 52nd St
New York, NY 10019

Next Steps: Change Your Address

Do you need to change your address? If you are enrolled in Street Addressing, you must submit a separate Change of Address (COA) form for your PO Box Address and your PO Box Street Address.

[Change Your Address](#)

Account Activity
My PO Boxes

Reserve a New PO Box
Link a PO Box

Your Current PO Box Account

Close PO Box No. 30389
✕

This PO Box is eligible for a refund.

You cancelled within the first quarter of your 12 months renewal term, so you are eligible to receive a 75% refund. Check the **Terms and Conditions** or **Refund Policy** for more information on which boxes are eligible and how refund amounts are calculated.

Please select a reason for your refund

Refund Reason ▼

- Refund Reason
- Customer service issues
- ID verification issues
- Inconvenient Post Office Location
- PO Box not available
- Residency issues
- Wrong size PO Box
- Paid for new box instead of existing box renewal
- Other

REFUND PAYMENT

Your refund will be credited to your original payment method.

CARD	REFUND AMOUNT
.....	\$78.00

Cancel
Close PO Box

- Boxes set to close that are not eligible for refunds will receive a message with links to the Terms and Conditions and the Refund Policy. This example shows the box was opened at the local Post Office and is not eligible for an online refund.
- You must agree to the Disclaimer to submit your Close / Refund Request.
- If you are enrolled in Informed Delivery for your PO Box, you will see information that your access to Informed Delivery will be discontinued upon closing your PO Box

Your Current PO Box Account

Close PO Box 26149
✕

This PO Box™ is not eligible for a refund.

This PO Box is within 3 months of the service end date so it is not eligible for a refund check. Check the **Terms and Conditions** or **Refund Policy** for more information on which boxes are eligible and how refund amounts are calculated.

If you are enrolled in Informed Delivery at this PO Box address, your access to Informed Delivery will be discontinued upon closing your PO Box.

View Disclaimer >

Yes I have read and agree to the disclaimer.

Cancel
Close PO Box

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Getting Support Online

- On the 'Get Support' page, you can search frequently asked questions (FAQs) by typing in the search bar or selecting any of the 'Getting Started' basic topics for common FAQs.
- Contact information is available for technical support or if you need to speak with a Care Center agent.

PO Boxes
Find & Reserve a PO Box / Manage PO Box / Get Support

Home >> Track & Manage >> PO Boxes >> Manage PO Box

Welcome **Paynow Box!** [Not Paynow Box? Sign Out >](#)

Here's where you can stay updated on your activity, make payments and make any changes to your PO Box™ account.

How can we help?

Search for a topic

PO Box™ - The Basics

How to apply, pay for, reserve, close, transfer, refund a Post Office Box.
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Article Number
00000001

Customer Information

What is PO Box service	How do I apply for a PO Box	How do I pay for my PO Box
How do I reserve a PO Box	How do I close a PO Box	Can a PO Box be transferred
What do I need to know about PO Box delivery	What are the PO Box forwarding guidelines and restrictions	Are PO Box rental fees eligible for a refund

What is PO Box™ service?

Post Office (PO) Box information

- PO Box™ service is a premium service offered for a fee to anyone who requires more than first-class delivery or general delivery.
- NOTE:** A PO Box may be available for no fee, in specific situations, for those who are not eligible for home delivery.
- PO Boxes are usually reserved by mail and they operate under Post Office™ help and coordination hours.
- PO Box service is provided in 3-month (with an automatic recurring payment by credit card), 6-month (semi-annual), or 12-month (annual) increments.

What are lobby hours and business hours?

- PO Boxes are generally located in the lobby area of the Post Office.

Related Articles

Informal Delivery® - The Basics

USPS Mail Mail® - The Basics

ZIP Code™ - The Basics

Shipping Date - The Basics

USPS Package Interview® - The Basics

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Shipping Date - The Basics

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Delivery cost and insurance?

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