



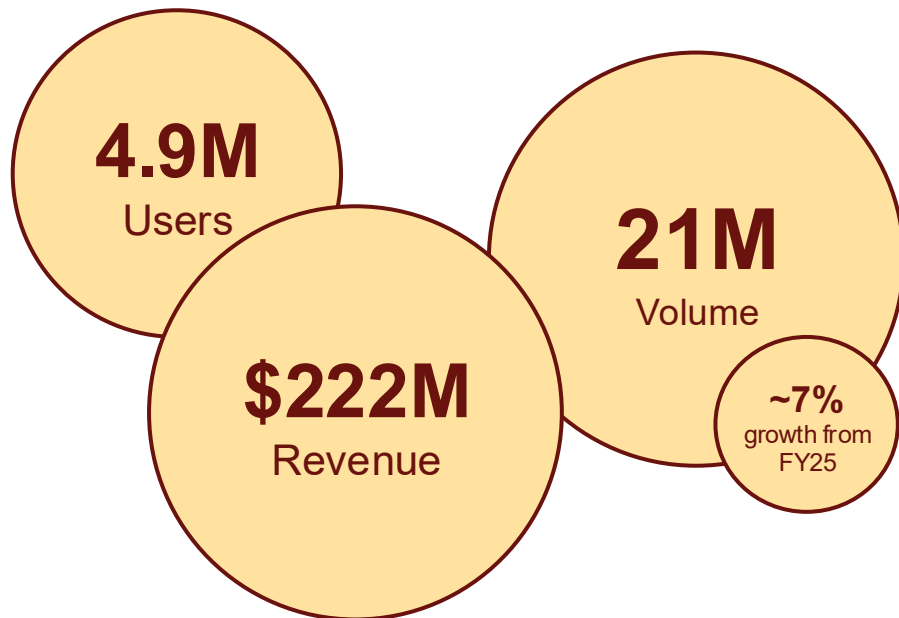
Click-N-Ship 2.0: Scaling Smarter for Growing Businesses

Matt Petrosky, Software Architect

USPS Click-N-Ship

Click-N-Ship is USPS's online shipping platform for creating domestic and international labels from home or office.

- Designed for both personal users and high-volume businesses.
- Supports multiple labels per day with ease.
- Continuously improved through real-time customer feedback.
- Built to be a one-stop shop for all shipping needs.





Core Features Powering the Platform



Access Discounted Commercial and Business Rates

Click-N-Ship's Commercial and Business Rates help you save money on Priority Mail, USPS Ground Advantage, and Priority Mail Express rates.



Bulk Label Creation

Create labels by uploading a file using a template or your own file format.



Import Orders from eCommerce Platforms

Download your order from your eCommerce platform or marketplace and import them using the File Upload feature or import them directly (for supported platforms).



Updated User Interface

The user interface has been redesigned to make it easier to navigate and understand what is needed to create a label. A new flow has also been introduced to keep everything on one page.

Ship with USPS's Lowest Rates Available

Click-N-Ship offers Commercial and Business Rates from the moment you sign up, helping you save on shipping:

- **All customers** receive immediate access to Commercial rates on USPS Ground Advantage and Priority Mail.
- **Business customers** unlock additional discounted rates on USPS Ground Advantage and Priority Mail.
- **Business partners** gain full access to all of their negotiated rates.

Enjoy your discounted rates with Click-N-Ship's Business Rate Card!

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

USPS Ground Advantage® Cubic	2-Day Delivery Apr 21, 2026	\$6.90
Priority Mail® Cubic	2-Day Delivery Apr 21, 2026	\$8.39
USPS Ground Advantage®	2-Day Delivery Apr 21, 2026	\$8.98 <small>Retail \$12.00</small>
Priority Mail®	2-Day Delivery Apr 21, 2026	\$10.55 <small>Retail \$19.25</small>
Priority Mail Express®	2-Day Delivery Apr 21, 2026	\$31.00 <small>Retail \$36.00</small>

Commercial rates displayed.

Choose the Best Product for Your Business

Prices and delivery commitments are displayed up-front so you know how much the package will cost and when it will arrive at its final destination.

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

USPS Ground Advantage® Cubic	2-Day Delivery Apr 13, 2026	\$5.95
USPS Connect® Local	<i>Same-Day or Next-Day</i>	\$6.67
Priority Mail® Cubic	2-Day Delivery Apr 13, 2026	\$7.38
USPS Ground Advantage®	2-Day Delivery Apr 13, 2026	\$7.38 <small>Retail \$12.00</small>
Priority Mail®	2-Day Delivery Apr 13, 2026	\$9.43 <small>Retail \$15.05</small>
Priority Mail Express®	1-Day Delivery Apr 11, 2026	\$30.95 <small>Retail \$35.00</small>

Business Rate Card rates displayed.



Domestic Options

- Priority Mail Express (next day-2 days guaranteed)
- Priority Mail (1–3-days delivery)
- USPS Ground Advantage (2-5 days)
- USPS Connect Local (Same-day/next-day delivery)
- Priority Mail Open and Distribute (PMOD)



International Options

- Priority Mail Express International (3-5 days)
- Priority Mail International (6-10 days)
- First-Class Package International Service

Upload Once and Ship Them All with File Upload

Upload Files in Seconds!

Import your orders into Click-N-Ship to create hundreds of labels quickly! Use our template, a template from your storefront, or your own to bulk create labels.

Import Label Results

Total Labels Created

1000 of 1000

View Label Information in Click-N-Ship

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

[View In Label Manager](#)

Import Another File

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

[Upload a New File](#)

Download a Template and Instructions

Use the template below for a seamless upload.

[Download CSV Template](#)

Download the instructions for additional guidance on required fields and accepted formats.

[Download Instructions](#)

[Read our FAQs for more information](#)

Marketplace Integrations – Import Orders in Clicks

Integrate with Marketplaces!

Connect your Squarespace, WooCommerce, or Magento market to Click-N-Ship to import your orders and make labels! We're continuously working to add more marketplaces.

Click-N-Ship® | Label Manager | Shipping History | Address Book | Direct Connect | Account | Cart (3)

Import from Squarespace

View All Connected Marketplaces

My Squarespace Store | GadgetsForSale on Squarespace

Refresh Data

Connect a Marketplace

Select a marketplace below. You will then be redirected to the marketplace to log in to your account. You can connect one store per marketplace.

- Squarespace
- WooCommerce
- Magento

ID	Status	Name	Date	Customer	Address	Carrier	Package	Weight
1	Sold and Paid	Hat	05/08/2021	Sam Balasubramanian	Dallas, TX 75206	Priority Mail®	Small Flat Rate Box	12 oz
2	Unpaid	Oversized Tee	05/08/2021	Haley Moore	Greenville, SC 29613	None Selected	Custom Packaging	12 oz
3	Pending	Sweatpants	05/08/2021	Christine Williams	Arlington, VA 22204	Priority Mail Express™	Small Flat Rate Box	None Selected
4	Sold and Paid	Hat	05/10/2021	Malik Harris	Chicago, IL 60606	Priority Mail®	Small Flat Rate Box	None Selected
5	Sold and Paid	Belts	05/10/2021	Kristen Baker	New Orleans, LA 70130	None Selected	None Selected	None Selected

Updated User Interface

New Look. Smarter Flow!

We've redesigned the interface to make label creation more intuitive and easier to navigate. Plus, enjoy a new streamlined flow that keeps everything on one page for a faster, simpler experience.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / PostHost / Preferences / SCAN Forms New Label

TEST ACCOUNT COMPANY

Account #: 34774790
Organization Name: Company1_CNS Role: Admin
Benefits: Saving with Negotiated Rates, USPS Connect® Local, USPS Posthost™

Enter a Label or Tracking Number to View Label Details

Start Shipping

Ship To Save to Address Book
Please provide first and last name and/or company.

Search your Address Book

First Name MI Last Name Company

*Country [Copy & Paste US Address](#)
United States of America

*Street Address Apt/Suite/Other

*City *State *ZIP Code™

Send notifications Hold for Pickup at Post Office™

Reference Number / Note 1 (Will show on label)
Max Character Limit: 30

Reference Number / Note 2 (Will show on label)
Max Character Limit: 30

Create This Label

More Print & Ship Options

- Import Batch of Labels**
Import multiple labels from a file into a batch to edit within Label Manager
- Import from Marketplace**
Connect eCommerce marketplaces & easily import labels for customer orders
- Create a Batch**
Organize your labels into a batch and utilize our streamlined batch creation process.
- New! Create a PMOD / Drop Shipment**
Create a shipment of packages or mailpieces to send to one postal facility for streamlined distribution.
- Manage Your Preferences**
Manage your shipping preferences to accelerate your label creation and access all shipping features



Ship Faster with Quick Flow!

Quick label creation!

A streamlined label creation experience built for speed. Customers can choose Quick Flow within the Create a Label workflow or set it as their default in Preferences.

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / PostHost / Preferences / SCAN Forms [Cancel](#)

Create a Label

You're trying Create a Label quick flow: Go back to the [classic view](#) or [make this your default](#). You can edit your default experience in your [Preferences](#).

1. Shipping Information

Ship Date: 03/30/2028

Ship From: [Manage Return Addresses](#)
Jane Doe
7415 Commonwealth Ave Jacksonville, FL 32099

Ship From Different ZIP Use a one-time return address

Ship To: Save to Address Book

Search your Address Book

First Name: MI: Last Name:

Company:

*Country: [Copy & Paste US Address](#)
United States of America

*Street Address: Apt/Suite/Other:

*City:

State: *ZIP Code™:

Send Notifications Hold For Pickup at Post Office™

Email: Phone Number:

2. Content & Packaging Information

Contents:

This package contains [hazardous materials](#)

I am shipping Live Animals or Perishable Goods

I am shipping [Crated Plants](#)

Packaging: *Packaging Type: Package Value (optional): \$

3. Shipping Options

Provide Shipping and Package Information & click Rates to see Shipping Options

Label Summary
No Shipping Services selected

Total	\$0.00
-------	--------

Create Return Labels for your shipments!

Click-N-Ship allows business customers to generate a corresponding return label for their outbound shipment with the click of a button.

They can do this when making the label initially or after the fact from their shipping history.

Create Return 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 a return label will be the same as the Sender address for the outgoing label.

*Select the service type for your return label

Estimated amount charged upon use: **Not Available**

Printing Labels for Packages

Label Printing Format

Create a return label ⓘ Charged upon use

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

*Select the service type for your return label

Priority Mail® Return


Priority Mail Express® Return

USPS Ground Advantage® Return

Organizational Management







- Manage users and locations across their entire organization.
- Edit and add labels to other users' Label Carts.
- View Shipping History across your organization.
- Share specific contacts across the company's accounts so every team member can ship to common addresses without the extra work.

Business Services



Manage Accounts
Set up and manage all your shipping accounts within your business

My Applications

 Add Location	 Show Locations	 Show Members
 Remove Member	 Add Member	 Remove Location

Add Location

Select the Organization to which you would like to add a Location, and click "Next" to add its details.

Organization:

Third Party Billing

Merchants can enable fulfillment partners to access their payment accounts through third-party billing, allowing them to handle shipping using the merchant's billing information and rates.

[Remove](#)

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
Edit <input type="checkbox"/>	04/17/2028	Jane M Doe 475 LENFANT PLZ SW WASHINGTON, DC, 20260-0001	Priority Mail Express® Legal Flat Rate Envelope		Legal Flat Rate Envelope Insurance USPS Tracking® Hidden Postage	\$—.—*

USPS® Shipping Supplies

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

[+ Add Shipping Supplies](#)

[X Remove All](#)

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: My Account

Select a payer account.

Switch Account

Select Account

94889629 1000008901

95160497 1000013124

Adjustments post-shipping.

[Save Account](#) [Switch To My Account](#) [Cancel](#)

SCAN Forms

Use the SCAN Forms tab to:

- Create, manage, print, and reprint Shipment Confirmation Acceptance Notice (SCAN) Forms.
- Reference previous forms anytime through the Click-N-Ship platform.

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

SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn more about Click-N-Ship SCAN Forms](#)

New SCAN Form Recent SCAN Forms

Available Forms (1)

You have 1 available SCAN Form. A different SCAN Form will be created for each ship from ZIP Code™ for each Ship Date. Use the drop-downs to view labels eligible for each SCAN Form.

Ship From ZIP Code™
75202

You have 1 labels eligible to be added to this SCAN Form. You have until 11:59 PM Central Time of the Ship Date to create your SCAN Form.

I certify that every label listed under 'Labels Included on SCAN Form' will be shipped with this SCAN Form. I understand that those labels will be ineligible for refund requests if not shipped with this SCAN Form and that nochanges can be made to the SCAN Form after printing.

Create SCAN Form

Ship Date: 04/18/2026

Labels Included on SCAN Form (1)			Labels Total: \$8.85	Labels Available to Add to SCAN Form (0)			Not Included on SCAN Form
Recipient	Service and Package	Label Cost	Remove All	Recipient	Service and Package	Label Cost	Add All
JOHN DOE 900 PENNSYLVANIA AVE SE WASHINGTON, DC, 20003-2140	Priority Mail® Small Flat Rate Envelope	\$8.85	Remove	No labels available			

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

SCAN Form Management

Shipment Confirmation Acceptance Notice (SCAN) Form streamlines the process by which the USPS physically accepts your daily shipments. [Learn more about Click-N-Ship SCAN Forms](#)

New SCAN Form Recent SCAN Forms

Only SCAN Forms with Ship Dates in the future are available to print.

Recent SCAN Forms (1)

SCAN Form	Ship From ZIP Code™	Ship Date	Labels	Total	
019d882d-801a-7726-85c1-34amb34e9134	75202	04-18-2026	1	\$8.85	Print

Accurate Weights and Seamless Shipping

Skip the guesswork, plug in your USB scale and let Click-N-Ship automatically capture exact package weights by clicking the **Capture** button.

Available USB Scales are:

- USPS Digital USB Postal Scale, 25lb
- ONYX Product 5lb Postage Scale

USPS Flat Rate Box or Envelope

Prices based on packaging
70lbs (31.75kg) max.
Free USPS Tracking®

Other Type of Box or Envelope

Pricing based on weight & size
70lbs (31.75kg) max.
Free USPS Tracking®

First-Class Mail® Letter or Envelope

Items requiring postage stamp
13oz (368g) or less
USPS Tracking® Not Available

Packaging Details

Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ ● USB Post Scale [Disconnect](#)

0	lbs	0	ozs	Capture
Max: 70lbs				

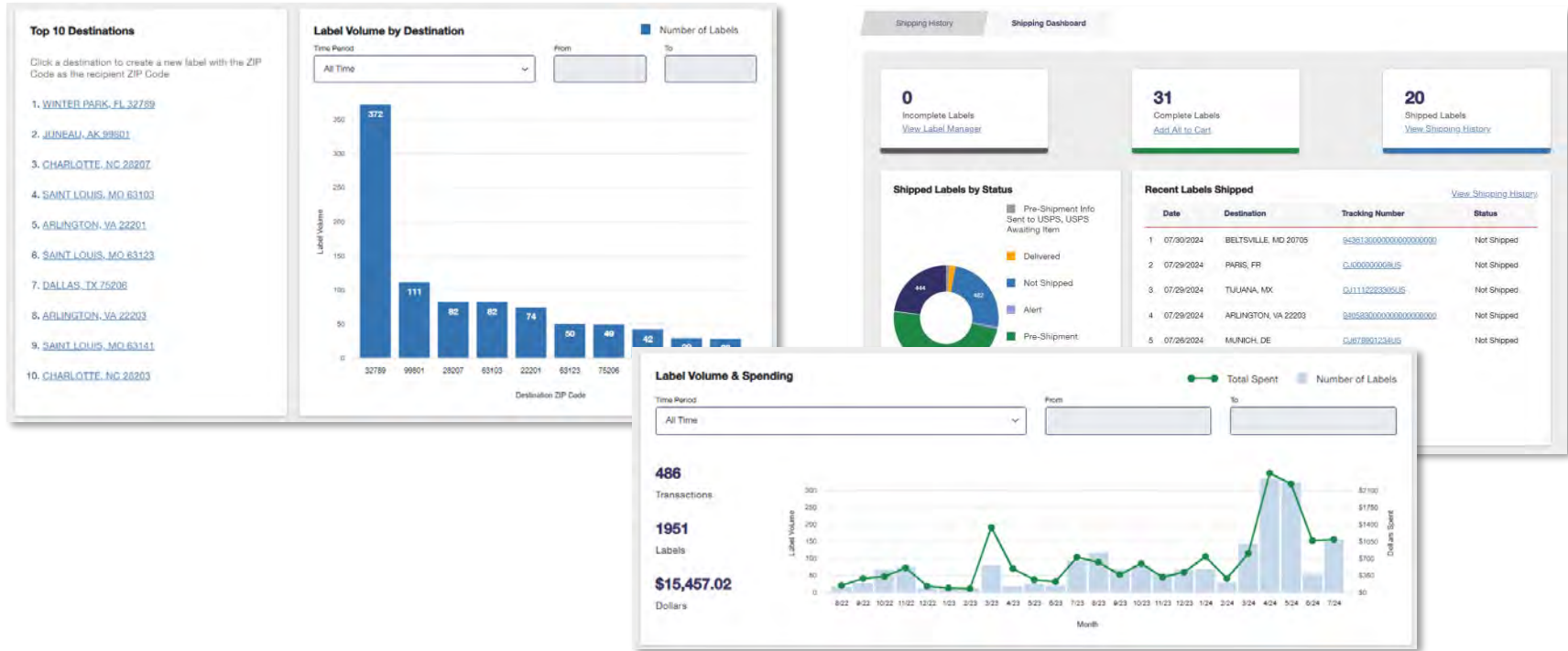
*Dimensions ⓘ

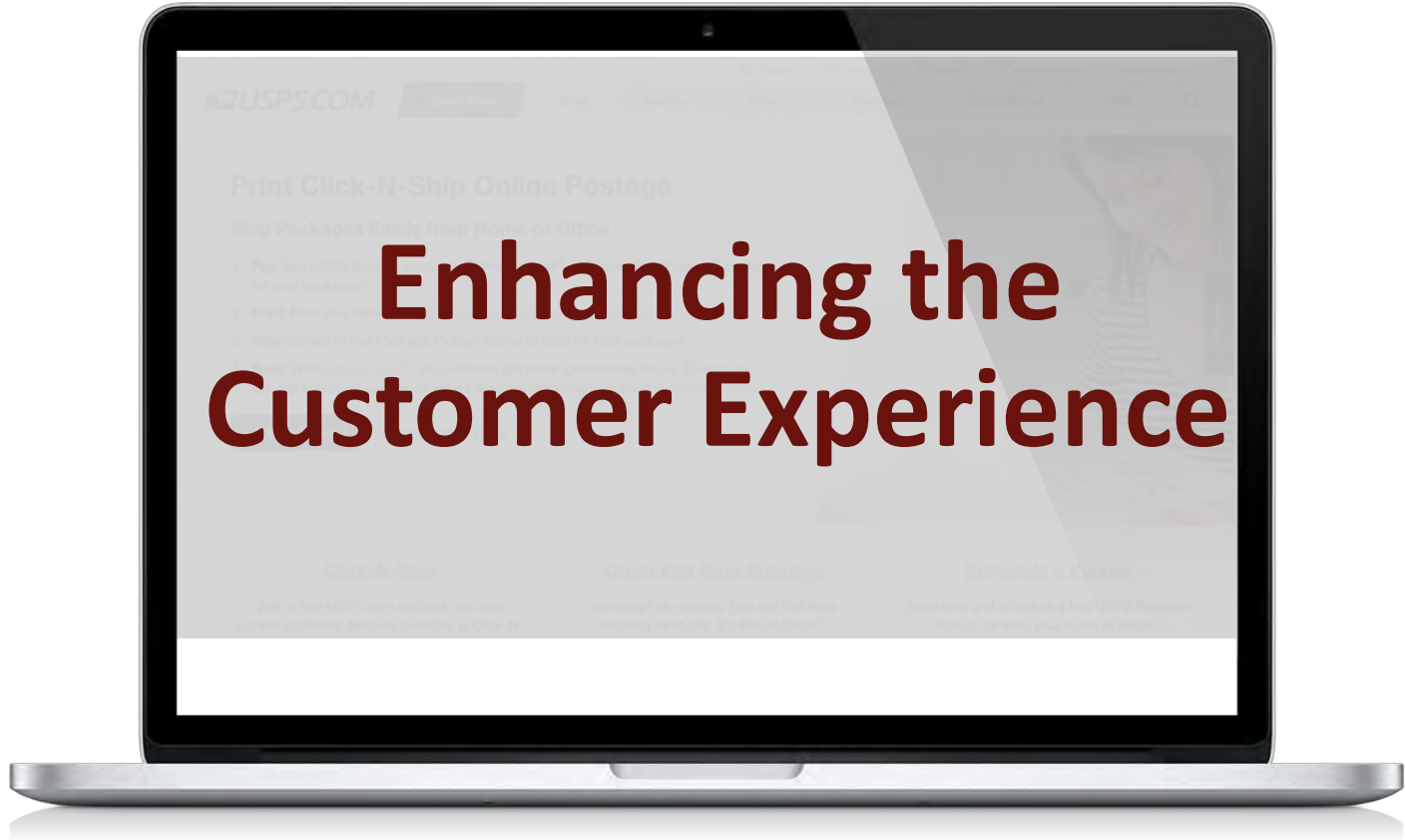
Length	Width	Height
0	0	0
in	in	in

The packaging is not a standard rectangular box or envelope

Shipping Analytics – 360° View

Check your Shipping Analytics dashboard for information on how much you're spending and where your items are going.





Save Addresses for Faster Shipping

Save your frequently used addresses and reuse them effortlessly without having to retype for each shipment.

Bulk import your contacts instead of creating them one by one.

Organize addresses into groups for your most common destinations and create new labels directly from your address book.

The screenshot displays the USPS Address Book interface. At the top, navigation links include Label Manager, Shipping History, Address Book (highlighted), USPS Connect®, Direct Connect, and Preferences. A light blue banner contains a welcome message: "Welcome to the new address book! Don't forget to sync your contacts. If you have contacts and groups from your existing address book, you can sync them quickly. You can also add a new contact or import multiple contacts with a file with the options below." A "Sync All Contacts" button is located on the right of this banner. Below the banner, the "My Address Book" section features a "+ Add New Contact" button and an "Import Contacts" button. The main area is divided into three columns. The left column has a search bar labeled "Search Address Book" and a keyboard navigation grid with letters A-Z and ALL. Below this is a "Sort By" dropdown menu set to "Last Name A-Z". The middle column has a "Select Contacts and Choose Action" dropdown menu with options: "Create Labels", "Add to Group", "Export", "Delete", and "Remove from Group". The right column shows a list of contacts, with the first one being "Ricky Bobby" at "5757 WAYNE NEWTON BLVD LAS VEGAS, NV, 89111-8037". Each contact entry includes "Edit" and "Delete" links and a "New Label" button. An "Export All" button is also present at the top right of the contact list area. A status message at the bottom right of the contact list reads "Viewing 1-10 of 13 contacts".

Save Time on Every Shipment

Skip the typing. Simply paste in your address and watch Click-N-Ship automatically populate the address fields, saving you time and reducing manual entry errors.

Step 1: Recipient Details

Search your Address Book

***Recipient Information**

First Name MI Last Name

Company

Recipient Address [Hide Copy and Paste US Address](#)

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

*Country

Address

123 Postal Drive, Washington DC 20002

*Street Address Apt/Suite/Other

*City *State *ZIP Code™

Upfront Pricing and Delivery Time

Prices and delivery times are now displayed upfront, so you can compare options before selecting your service type.





Easily sort by price or delivery time to find the best option for your needs.

Step 5: **Services**

*Select your service Type
Shape, weight, and size affect the price for large packages.
[Learn more about parcel size, weight, and fee standards](#)

*Select your USPS Flat Rate Packaging ⓘ

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

	Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"	3-Day Delivery Apr 09, 2026	\$10.30 <small>Retail \$11.95</small>
	Priority Mail® Small Flat Rate Envelope 6" x 10"	3-Day Delivery Apr 09, 2026	\$10.30 <small>Retail \$11.95</small>
	Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"	3-Day Delivery Apr 09, 2026	\$10.30 <small>Retail \$11.95</small>
	Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	3-Day Delivery Apr 09, 2026	\$10.80 <small>Retail \$12.95</small>

Manage all your labels in one place!

Label Manager provides a centralized hub to organize, update, and manage all your labels with ease.

Edit existing labels, create new ones, and review your selections before adding them to your cart for purchase.

Click-N-Ship® 🛒 Cart

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

All Labels (41) | Batches (0)

[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 Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 03/31/2026	Test Business 520 MARYVILLE CENTRE DR SAINT LOUIS, MO, 63141-5820	USPS Ground Advantage® Custom Packaging Edit Service And Package	1 lbs 0 ozs Nonstandard Fees Edit Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$68.96	Add to Cart
2	<input type="checkbox"/> 04/07/2026	Sue Doe 520 MARYVILLE CENTRE DR SAINT LOUIS, MO, 63141-5820	Priority Mail® Window Flat Rate Envelope Edit Service And Package	Items 1 5 lbs 0 ozs Value: \$99.00 Edit Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$10.30	<input checked="" type="checkbox"/> Added to cart Edit Label

[?](#) A USPS® Smart Locker is available near the recipient's address. [Ship to locker](#)

Smart Shipping Made Simple with Smart Lockers

Give businesses the ability to offer flexible pickup options for their customers — convenient, secure, and on their schedule.

Create a Label

Step 1: Recipient Details

Edit

Recipient

John Doe
900 PENNSYLVANIA AVE SE
WASHINGTON, DC, 20003-2140

Contact Information

None provided

Pick up at

600 PENNSYLVANIA AVE SE FRNT 2
WASHINGTON, DC 20003

Ship to USPS® Smart Locker

USPS SMART LOCKER
WASHINGTON, DC 20003

[Remove Locker](#)

USPS® Smart Lockers Available!

The address you're sending to is close to a secure, self-service USPS® Smart Locker. For no extra cost, you can ship your package or envelope to a locker, where your recipient can securely pick it up with a code sent to their email.

[Ship to Locker](#)

Find Smart Locker

Street Address
900 PENNSYLVANIA AVE SE

*City WASHINGTON *State DC - District of Columbia *ZIP Code™

*Radius 20 miles [Search](#)

Enter recipient email address for pickup notification.

*Recipient email required
hello@hello.com

0.25 miles away

SOUTHEAST
600 PENNSYLVANIA AVE SE FRNT 2
WASHINGTON, DC 20003

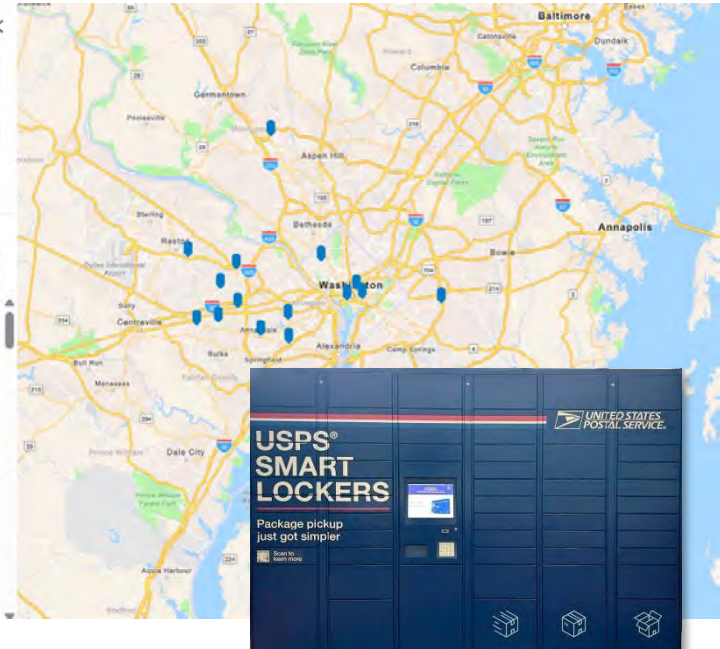
Open now | Closes 6:00 PM

[Ship here](#)

1.26 miles away

NATIONAL CAPITOL
2 MASSACHUSETTS AVE NE
WASHINGTON, DC 20002

Open now | Closes 7:00 PM



Order Shipping Supplies with your Labels!

Running low on tape or Priority Mail boxes? Customers can order free supplies directly through Click-N-Ship! Items will be delivered within a few days.

Label Cart (1)


Remove

	Ship Date	Recipient	Service and Package	Package Details	Package Services
<input type="checkbox"/>	04/24/2026	John Doe 4949 E VAN BUREN ST RM 187 PHOENIX, NY, 85026-9812	Priority Mail® Small Flat Rate Envelope		Small Flat Rate Envelope Insurance USPS Tracking® Total Label Cost

USPS® Shipping Supplies Select Shipping Supplies to Add to your Order

Add labels, tape, boxes and shipping containers

+ Add Shipping Supplies



CAUTION HEAVY
35 lbs. and Over


Caution Heavy Sticker Labels
3-1/2" (W) x 5-1/2" (H)

Roll of 500
\$0.00

0

Total Pieces: 0
\$0.00

Add to Cart



CERTIFIED MAIL


Certified Mail® Labels
3-1/4" (W) x 1-5/8" (H)

Roll of 600
\$0.00

0

Total Pieces: 0
\$0.00

Add to Cart



Collect on Delivery Forms


7-1/2" (W) x 4-1/4" (H)

Pack of 10
\$0.00

0

Total Pieces: 0
\$0.00

Add to Cart



Commercial Invoice PS Form 9182

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

Pack of 10
\$0.00

0

Total Pieces: 0
\$0.00

Add to Cart



Let your customers know their mail is coming soon!

Create a free digital Informed Delivery campaign with your shipments! Your customers will see your message or coupon when the package gets added to their Informed Delivery Daily Digest.

The screenshot displays the USPS Informed Delivery management interface. At the top, there are three buttons: 'Print Labels' (dark blue), 'Save as PDF' (white with blue border), and 'Create Digital Banner' (white with blue border). Below these buttons, the section 'Purchased Labels (1)' is shown. It indicates 'Available to print: 1' and 'Labels for delivery: 0'. A table lists the purchased label details:

<input checked="" type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details
<input checked="" type="checkbox"/>	04/06/2026	William Brown AXMINISTER DR FENTON, MO, 63026-2901	Priority Mail® Large Flat Rate Box 2-Day Delivery	

Overlaid on the interface is a 'Configure Digital Banner Details' dialog box. It features an 'Upload Image' section with instructions: 'Drag & Drop or Select an Image from Your Computer', '210px X 140px', and 'Max size of 204k bytes'. To the right, there are input fields for 'Brand Display Name' (with placeholder 'Your Brand Display Name') and 'Link URL' (with placeholder 'eg. https://www.website.com'). Below these fields, a 'Need Help?' section provides links to a 'user guide' and an 'Informed Library catalog'. At the bottom of the dialog are 'Go Back' and 'Save' buttons.

Access your Shipping History

Export your full shipping history to view past labels and transactions for each tracking and recordkeeping. Shipping is where you can review, organize, or share when needed.

The dashboard features a navigation bar with 'Order History', 'Dashboard', and 'Archived History' tabs, and an 'Export All Orders' button. Below the navigation are date selection fields for 'Start Date' and 'End Date' (format: mm/dd/yyyy). A search section includes a 'Search by Order / Transaction Number' field with a placeholder 'XXXXXXXXXXXX-XXXX-XXXXXX', a 'Batch Name' dropdown, a 'Search' input field, a 'Payment Method' dropdown, and a 'Shipper' dropdown.

Orders (139)

<input type="checkbox"/>	Order	Date	Labels	Payment Method	SH
<input type="checkbox"/>	d6b5da2e-3287-4e66-a3af-144de69b14fa	February 28, 2025	2	EPS-3770	
<input type="checkbox"/>	505da2b9-b343-458b-ba55-9b82cfa9b0be	February 28, 2025	1	EPS-3770	

The dialog box is titled 'Export Shipping History' and features a 'Time Period' dropdown menu. The menu is open, showing options: 'Past 7 days', 'Past 30 days' (highlighted in blue), 'Past 60 days', 'Past 90 days', and 'Custom'. An 'Export' button is visible at the bottom right of the dialog.



New and Upcoming Features

First-Class Mail Letter and Large Envelopes

More package options, same easy experience. First-Class Mail is now seamlessly integrated into Click-N-Ship, giving you even more flexibility in how you ship your packages.

USPS Flat Rate Box or Envelope Prices based on packaging 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	Other Type of Box or Envelope Pricing based on weight & size 70lbs (31.75kg) max <i>Free USPS Tracking®</i>	First-Class Mail® Letter or Envelope Items requiring postage stamp 13oz (368g) or less <i>USPS Tracking® Not Available</i>
---	---	--

Packaging Details
Connect a shipping scale to quickly capture weight for each package. [View scale requirements](#)

*Weight (includes packaging) ⓘ

0	lbs	2	ozs	Connect
---	-----	---	-----	----------------

Max: 13oz for USPS First-Class Mail options

*Dimensions ⓘ

Length 6	in	Height 4	in	Thickness Select thickness
--------------------	----	--------------------	----	--------------------------------------

Enter the package length in inches (decimals allowed).
Enter the package height in inches (decimals allowed).

Length is the dimension parallel to the address as read. Minimum dimensions accepted:
Make sure your letter or flat is the appropriate size: [View Sample Label](#)

This mail is rigid, non-rectangular, non-uniformly thick, wrapped in plastic, or includes closures such as clasps. ⓘ

Select thickness
Select thickness
Less than 1/4"
Between 1/4" and 3/4"
Greater than 3/4"

Priority Mail Open & Distribute: Facility Dropdown

Easily find and select your preferred PMOD facility by entering a ZIP Code to instantly view a list of available locations near your destination.

New PMOD / Drop Shipment

Create your Open and Distribute drop shipment here. **This is the label that will go on the container of the entire shipment.** After you purchase this label, package your shipment of pre-labeled packages or mailpieces, put this label on the outside and ship!

Open and Distribute Service provides an easy alternative to mailer drop shipments for customers who want to expedite their mailings of certain mail classes to domestic destination postal facilities. The shipment receives Priority Mail service between the acceptance facility and the destination facility. The enclosed mail is processed and provided the appropriate service from the mail processing facility to the destination delivery unit. [Learn more about drop shipping and Priority Mail Open and Distribute](#)

Step 1: Destination Facility

Search for a Destination Facility

[Facility Finder \(FAST\)](#)

Search for a destination facility for your PMOD shipment. This is where you will be dropping off your shipment.

*Destination ZIP Code™

*Facility Type

- All
- Destination Delivery Unit (DDU)
- Sectional Center Facility (SCF)
- Sorting and Delivery Center (S&DC)
- Regional Processing and Distribution Center (RPDC)

4 Results

WASHINGTON DDU
3843 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9994

WASHINGTON DDU
2341 PENNSYLVANIA AVE SE
WASHINGTON, DC 20020-9996

Open now | Closes 1:00 PM ▼

Don't see what you're looking for?

Sender Details

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

Use a one-time return address ⓘ

*Select your return address

Package Pickup
520 MARYVILLE CENTRE DR STE 300
SAINT LOUIS, MO, 63141

Ship from a different ZIP Code™

Email
dominic.peterson@afs.com

Phone / SMS Text Message
(210) 555-6789

Send me tracking notifications

Label Summary

Select your service type to view rates, estimated delivery, and extra services

Coming Soon: USPS Local XChange

Whether you sell on Facebook Marketplace, eBay, or other online platforms, finding a drop-off location has never been easier.

Simply enter a city and state or ZIP Code, set your distance up to 50 miles, and discover convenient Smart Locker locations to get your sold items shipped fast.

The screenshot shows the 'Create a USPS Local XChange Label' page. At the top, it says 'Create a Local XChange label to drop off your package at a USPS Smart Locker nearby.' Below this is a search section titled 'Step 1: Find a Smart Locker'. It instructs the user to 'Locate a Smart Locker in your area based on your return address.' and includes a note: 'Note: Change your return address to search different locations.' The search input field contains '20002' and the distance is set to '20 Miles'. A 'Search' button is visible. Below the search bar, there are four results listed: 'RESTON' (11110 SUNSET HILLS RD, RESTON, VA 20190-9998), 'ANNANDALE' (4270 JOHN MARR DR, ANNANDALE, VA 22003-9998), and 'HEADQUARTERS'. A map on the right shows the location of Reston, VA, relative to Washington, DC, and other nearby areas like Germantown, Aspen Hill, and Dale City. To the right of the search results is a 'Sender Details' section with a checkbox for 'Use a one-time return address' and a field for the return address: 'John Doe, 801 D ST NE, WASHINGTON, DC, 20002'. Below this is a 'Payment Summary' section with a link to 'Select your service type to view rates'. At the bottom, there is a 'Checkout' section with icons for various payment methods: American Express, PayPal, Mastercard, Apple Pay, Discover, and Visa.

Upcoming Enhancements



Label Size Updates
to match all sizes
supported by APIs



Certified
Mail



Release Notes



Additional UI/UX
updates to address
book, file upload,
and more

Questions

Next Steps? Connect with your local US Postal Service Representative



Ready to maximize your
shipping effectiveness?

Our experts are standing by to help
guide you through the entire process.