# Shipping with USPS

Simply create your account online at USPS.com® (detailed instructions below), and then follow the 3 steps to see how easy it is to ship with the United States Postal Service®.

**Step 1**: Order your free shipping supplies. Get Priority Mail® and Priority
Mail Express® packaging delivered right to your door!
**Step 2**: Create your shipping label. Then place it on your Priority Mail or
Priority Mail Express® Box.
**Step 3**: Schedule your free Package Pickup.

**How to Create a USPS.com Account**
To use USPS.com effectively, you must set up an account. This is a one-time process and only takes a few minutes. Once your account is set up, you will be able to enjoy all the USPS.com services and products, such as Click- N-Ship®,ordering free packaging, scheduling a free Package Pickup, and more.

**How to create a USPS.com Account:**
1. Type USPS.com into your browser window.
2. Click on Register/Sign in at top right of your screen.
3. Under New to USPS.com, click on (Signup Now).
4. Choose a language preference.
5. Select a user name (6 characters or more).
6. Create a strong password (15 characters or more).
7. Retype password for verification purposes.
8. Select 2 security questions and answers with something only you will remember.
9. Scroll down slightly and choose the type of account (Home or Business).
10. Enter your personal data, such as name, email, etc.
11. Click on Create Account.

# Step 1: Order Shipping Supplies

The U.S. Postal Service offers Priority Mail and Priority Express Mail shipping supplies free of charge. These supplies come in a number of shapes and sizes. The supplies you order will be delivered to your door by your regular letter carrier, so you do not even have to leave the comfort of your home or office.

**How to order free shipping supplies:**
1. Type USPS.com into your browser window.
2. Roll over Mail & Ship in the top navigation.
3. Click on Order Stamps & Supplies.
4. Click on Shipping Supplies.
5. Click on Free Shipping Supplies.
6. Choose the shipping supplies that best fit your shipping needs by clicking on the image.
7. Choose the quantity you need. Please note that some supplies come in packs of 10 or packs of 20, so make sure you review carefully.
8. Click on Add to your shopping cart.
9. Click on Checkout.
10. Verify the address you want your supplies shipped to. The name and address on your account will appear as the default for delivery.
11. Review your order for accuracy.
12. Click on Place My Order.
13. Read and accept or decline the Terms & Conditions.
Once your order is completed, you will see a Success confirmation page. Your supplies are on their way!

# Step 2: Create a Shipping Label (Click-N-Ship)

Shipping with Click-N-Ship is as easy as 1, 2, 3, whether you're shipping to family and friends in the U.S. or overseas. You can ship from the comfort of your home or business at a time that is convenient for you. Follow these simple instructions to start shipping your packages.  These instructions are for shipping a package using a Priority Mail Flat Rate® Box. There are many different options that can be added as you prepare your shipping labels. For example, you can have the recipient receive an email when the package is delivered or you can add additional insurance for

added protection for those special items. As you navigate through Click-N-Ship for the first time, take a minute and review the many different options that are available.

**How to create a shipping label:**
1. Type USPS.com into your browser window.
2. Roll over Mail & Ship in the top navigation.
3. From the dropdown, click on Click-N-Ship.
4. Sign into your account.
5. Scroll to "Where you are sending to" and enter the recipient's shipping information. The return address will default to the address on your USPS.com account. You can change this under "Additional Actions."
6. Choose a shipping date (the day you want to send it).
7. Scroll down and choose the type of package you're shipping, such as Priority Mail Flat Rate or by weight. If mailing by weight, the package must be weighed for accuracy. Purchase a scale at a local Post Office or on USPS.com.
8. Select "I am shipping a Flat Rate."
9. Enter the value of the package.
10. Scroll to "Select a Service Type" and select Priority Mail Flat Rate for this example.
11. Click on "View Available Service & Prices." Read services carefully.
12. Scroll to "Add Insurance & Extra Services." There are many options, so make sure you review it carefully and elect the services that best fit your shipping needs.
13. For this example, select "None" for additional services.
14. Click on "Add to cart."
15. Verify all shipping information was entered correctly and click on
"Billing Information."
16. Read the USPS statement and click in the check box.
17. Select the form of payment you want to use.
18. Click on Pay & Print.
19. Click on Print Label and attach your label to the Priority Mail Flat
Rate Box.
20. Go to USPS.com to schedule a free Package Pickup. Your carrier will pick it up during their normal delivery time.

# Step 3: Schedule a Package Pickup

Scheduling a Package Pickup is easy and convenient. When you schedule a free package pickup, your carrier will stop during their normal delivery schedule and retrieve your items. You won't have to leave your home or business to take packages to the local Post Office, saving time.

**How to schedule a Package Pickup:**
1. Type USPS.com into your browser window.
2. Roll over Mail & Ship in the top navigation.
3. Click on Schedule a Pickup.
4. Fill in the pickup address and click on "Check Availability."
5. Describe where the carrier should look for your shipment and select the location from the dropdown (e.g., front door, back door, etc.).
6. Select when you want your package picked up. You can have it picked up for free during your regular mail delivery, or for a fee, you can schedule pickup for a specific time.
7. Pick the day you want your package picked up.
8. Enter the number of items that will be picked up, such as 4 Priority Mail boxes, 3 First-Class packages, etc. Enter the total estimated weight.
9. Read the Terms & Conditions and select the check box next to the statement if you accept.
10. Click on "Schedule a Pickup." You'll receive confirmation that your Package Pickup has been scheduled.

If you need further assistance, please contact the USPS Customer Care Center.

**Customer Care Center**
**Email:** USPS® Customer Service
**Call:** 1-800-ASK-USPS® (1-800-275-8777)
TDD/TTY Relay: Call 1-800-877-8339. Ask for 1-800-275-8777
**Hours of Operation**
Monday - Friday 8 AM - 8:30 PM ET Saturday 8 AM - 6 PM ET