



How to Ship Packages From Home Via USPS Click-N-Ship Online

Ship Online and Save up to 15% on Postage

USPS Click-N-Ship Online

Save time at the Post Office this Holiday Season by printing your own shipping labels and postage online.

Prepare and ship Priority Mail, Express Mail and International packages right from home, using the USPS Click-N-Ship service.

Domestic Services (APO or USA Addresses)

- Express Mail®
- Priority Mail®



International Services

- Global Express Guaranteed®
- Express Mail International®
- Priority Mail® International

Difficulty: **Moderately Easy**

Instructions:

Things You'll Need

- USPS Click-N-Ship Online Account.
- Scales
- Printer
- Credit Card

1. Go to: <http://www.usps.com> . Register for a new account. Download the label printing software.
2. Sign In: Sign In to your USPS Online Account. Select your shipping destination and click "Go".
3. Prepare Shipping Label: Prepare a shipping label for your package.
 - a. Fill out and complete the "Label Information" page.
 - b. This page includes: Return Address, Delivery Address, Package Information and Insurance Options.

4. Choose Options: Choose your Service & Postage Options.
 - a. Select your service type based on costs and delivery times. Here you can also include Delivery Confirmation, Signature Confirmation and/or Insurance.
 - b. At the bottom of this page, be sure to select "Purchase and print label with postage".
5. Review Shipping Cart: Review your Shipping Cart and pay for your shipping label.
 - a. Click "Continue" to enter and complete your credit card Billing Information.
6. Print Shipping Label: Print your shipping label as instructed.
 - a. View and print your Confirmation.
 - b. Tape it on the box/envelope without covering the barcode and fill a customs form.
 - c. Please bring in to your local Air Force Post Office to mail (The postal finance window OR parcel pick up window when the postal finance window is closed)

Tips & Warnings

- With the **Click-N-Ship** service, you can:
 - Purchase PC Postage labels on usps.com
 - Pay for postage with any major credit card
 - Calculate and compare postage
 - Standardize information
 - Find a ZIP Code™
 - Purchase insurance up to \$5000

Click-N-Ship has features that make it even easier to **ship** online:

- *Online Address Book* stores up to 3,000 domestic and international addresses
- *Email **Ship** Notification* allows you to send your recipient an automatic email when a package is on its way
- *Shipping Cart* prints up to 10 domestic labels with a single credit card transaction
- *Shipping History* allows you to easily look up information on your postage-paid labels printed within the past six months
- *My Account* helps you easily manage your **Click-N-Ship** information from one central location
- *Import or Export* address files from other applications and organize in your Address Book
- *Bill Me Later* is a convenient and secure payment method designed for purchasing on the web or over the phone. As an open-end credit account, Bill Me Later provides you with the flexibility to purchase without using your credit card. For more information please go to the [Bill Me Later FAQ](#).
- If you don't have a postage/shipping scale and you know your package is at least 1 pound, you can weigh your package using a bathroom scale. First, weigh yourself and write down your weight. Then, weigh yourself while holding your package. Subtract the difference to get the weight of your package. Always round up to the nearest pound.
- Track & Confirm. Check on the delivery status of your package easily by entering your label or receipt number under the Track & Confirm section.
- Requesting a Carrier Pickup IS NOT an Option for APO.
- If you are shipping Priority Mail, Express Mail or International you can order and get FREE USPS shipping supplies like: boxes, envelopes, labels and stickers. Go to: <http://www.usps.com/shipping/supplies.htm>. ALSO available at Alconbury and Molesworth Post Offices.