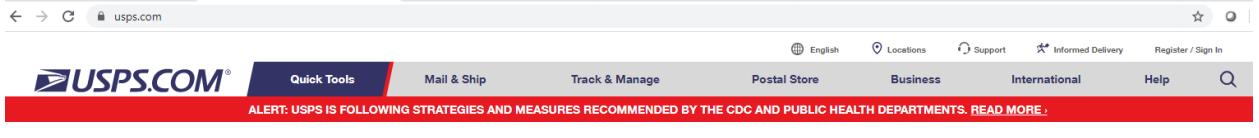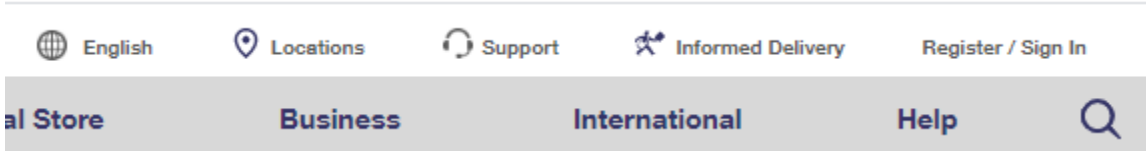Mailing Packages via USPS

1. Go to www.usps.com

2. Go to Register/Sign in which is located in the upper right hand corner for the screen.

3. Register if you do not have an account or sign in if you have already created an account.
4. Sign in to your account. Enter your User Name and Password.

5. When you have logged in then you will see the screen below:
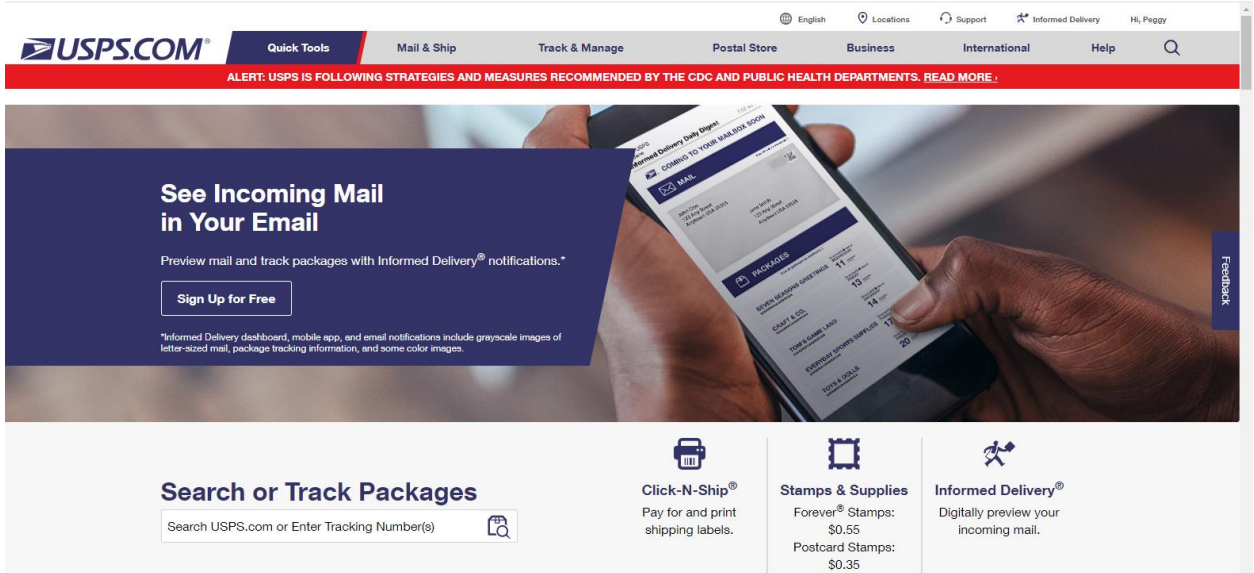
6. Click on CLICK-N-SHIP
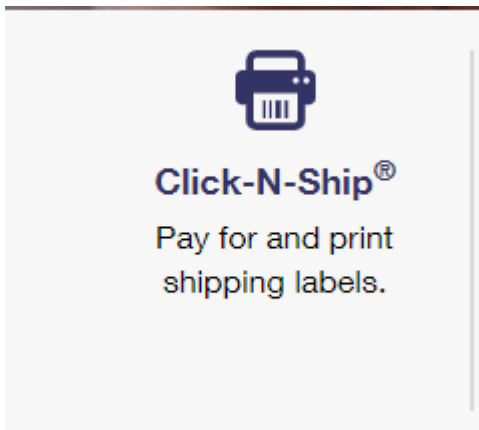
7. Create a Label
   • The first time you do this, you will have to enter your information. When you ship again, your Return address will automatically populate.

* Indicates a required field

Where are you sending from?

Return Address

Peggy T Whitcomb
2727 NORMA ST
CUYAHOGA FALLS, OH 44223-1730
peggyddr1@neo.rr.com
3309625149

Edit

Additional Actions

☐ **I would like to get tracking notifications.**
Get track and confirm notifications via email and/or text message.

☐ **I'm shipping from another ZIP Code™.**
Print this as the return address, but I'm shipping from somewhere else.

SENDING TO: You can create an address book and pull addresses from the there or you can enter the address.   When entering an APO or FPO address it gets a little tricky. See below.

Where are you sending to?

To Address   USE ADDRESS BOOK

* Country

UNITED STATES   ▼

* First and Last Name and/or Company Name

* First Name   M.I.   * Last Name

Company

* Street Address

Apt / Suite / Other

* City

* State   ZIP Code™

SELECT ONE   ▼

Your address will be standardized. ⓘ

Reference Number

You may enter up to 10 characters.

This number is for your reference only.

Additional Actions

☐ Save this to my address book.

☐ Notify recipient of shipping.
You may request an email to be automatically sent to the recipient, including label number and your selected ship date.

☐ Hold For Pickup

Want to ship to multiple addresses? Start a batch.

Batch orders are used to send up to 20 multiple identical packages to different addresses.

Start a Batch Order

APO OR FPO ADDRESS ENTRY

ENTER A SHIPPING DATE – YOU CAN SELECT A DATE IN TO THE FUTURE – YOU CAN EITHER HAVE THE POST OFFICE PICK UP OR YOU CAN DROP OFF AT THE POST OFFICE. IF YOU DROP OFF AT THE POST OFFICE THEN HAVE THE CLERK SCAN THE CUSTOMS FORM FOR YOU.

ENTER PACKAGE DETAILS

IT IS EASIER TO USE THE PRIORITY FLAT RATE BOXES FROM THE POST OFFICE.   THESE CAN HOLD UP TO 70LBS. AND YOU DO NOT NEED TO WEIGH THE PACKAGE WITH THE PRIORITY MAIL FLAT RATE BOXES.

CLICK THE BUTTON BY "I AM SHIPPING FLAT RATE" (IGNORE THE WEIGHT)

ENTER THE VALUE OF THE PACKAGE – UP TO $50.00 INSURANCE WILL BE AT NOT COST. AFTER $50.00 INSURANCE WILL BE AT A COST TO YOU.

SELECT A SERVICE TYPE – CHOOSE PRIORITY MAIL

AFTER ENTERING SERVICE TYPE, CLICK ON THE BLUE BUTTON – SELECT A SERVICE

Next: Select a Service

YOU WILL BE BROUGHT TO THE SCREEN BELOW TO SELECT THE TYPE OF SERVICE. NORMALLY, WE USE MEDIUM OR LARGE FLAT RATE BOXES.

Select a service type.

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

Price based on shipping a 15 lb. 0 oz. package (valued at $50.00) from ZIP Code™ 44223 to 09532 on 03/24/2020.

If you plan to ship Live Animals, please go to your local Post Office.

* Choose a Service Type

Priority Mail® ▾

PACKAGE TYPE ▲	EXPECTED DELIVERY	SHIPPING PRICE ▲
○ Priority Mail® Padded Flat Rate Envelope 9-1/2" x 12-1/2"	Service standards to this location are not available at this time.	$8.40
○ Priority Mail® Regional Rate Box A Side Loading: 13-1/16" x 11-1/16" x 2-1/2" Top Loading: 10-1/8" x 7-1/8" x 5"	Service standards to this location are not available at this time.	$7.92
○ Priority Mail® Large Flat Rate Box 23-11/16" x 11-3/4" x 3" 12 1/4" x 12 1/4" x 6"	Service standards to this location are not available at this time.	$19.60
○ Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	$8.05
○ Priority Mail® Small Flat Rate Envelope 6" x 10"	Service standards to this location are not available at this time.	$7.75

ADD INSURANCE AND EXTRA SERVICES. INSURANCE UP TO $50.00 IS FREE AND USPS TRACKING IS FREE. IF SOMETHING CAN'T BE DELIVERED THEN CLICK ON THE RETURN TO SENDER OPTION SO THAT THE PACKAGE WILL COME BACK TO YOU.

Add insurance and extra services.

Priority Mail® covers up to $50 of package value. For packages with a value over $50, additional insurance can be purchased to cover the balance.

Insurance

Insurance for packages valued up to $50   FREE

USPS Tracking®   FREE

Select a non-delivery option ⓘ

● Return to sender

○ Treat as abandoned(Fees may apply)

Please Read our Privacy Policy and Terms of Use.

Privacy Act Statement: Your information will be used to facilitate online registration, provide enrollment capability, and for the administration of Internet-based services or features. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not process your registration request. We do not disclose your information to third parties

LABEL SUMMARY – CLICK ON THE BLUE CONTINUE BUTTON

Label Summary

Priority Mail®
Large Flat Rate Box $19.60
Insurance   FREE

Label Total $19.60

[Continue]

ENTER PACKAGE DETAILS – CUSTOMS INFORMATION

SELECT GIFTS AS TYPE OF PACKAGE – ALL OF THE ITEMS SENT TO MILITARY ARE CONSIDERED GIFTS

CONTENTS DESCRIPTION -

* indicates a required field

Enter package information

Provide as much information as possible and any relevant information about the contents of your shipment.

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

Gifts

Contents Description *i*

LIST ITEMS IN PACKAGE

Comments *i*

LEAVE BLANK

For commercial senders only.

License Number *i*

N/A

Certificate Number *i*

N/A

Invoice Number *i*

N/A

THIS CAN BE TRICKY – YOU MAY HAVE TO PLAY WITH THE ENTERING THE VALUE AND WEIGHT

Enter item information

Please provide information about item(s) you are shipping. Select "Add an Item" to declare another item in your package.

Must add at least 1 item and up to 30 items.

* Detailed Description *i*

#1 - SOAP 10 BARS

* Item Value

$ 1

* Quantity

10

* Weight *i*

1   lbs.   0   oz.

For commercial senders only.

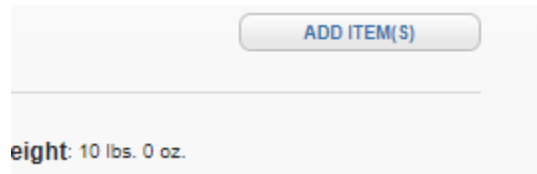HS Tariff Number *i*

Country of Origin *i*

Select One

[CANCEL UPDATE]   [UPDATE ITEM]

Total package weight: 10 lbs. 0 oz.
Total weight: 70 lbs. 0 oz.
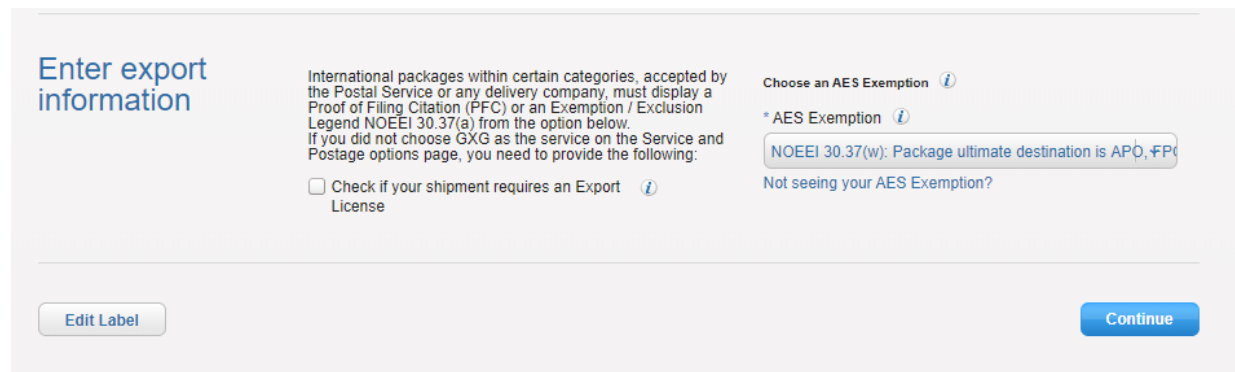
TO ADD ADDITIONAL ITEMS TO THE CUSTOM FORM CLICK ON THE ADD ITEM BUTTON. ENTER EACH GROUP OF ITEMS SEPARATELY.

WHEN FINISHED ENTERING THE CUSTOMS FORM - ENTER *AES Exemption – Package ultimate destination to APO, FPO, etc… THEN HIT THE BLUE CONTINUE BUTTON

SHIPPING INFORMATION – ENTER YOUR CREDIT CARD INFORMATION

YOU CAN ALSO SELECT PAY PAL FROM THIS OPTION

AFTER ENTERING YOUR CREDIT CARD OR PAY PAL INFORMATION HIT THE PAY AND PRINT BUTTON.

PRINT OUT 4 COPIES OF THE FORM – PUT THREE IN THE CLEAR CUSTOMS ENVELOPE AND SAVE ONE FOR YOUR RECORDS.

HELPFUL HINTS:

- Include a letter to the person you are sending the package to including your name, address and chapter name.
- Put your return address label on the inside of the box.
- Put a shipping label with the addressee's information on the outside of the box in addition to the clear shipping label.
- Keep a copy of the customs form and payment made for your records. If you set up an account then your receipts will be kept online.