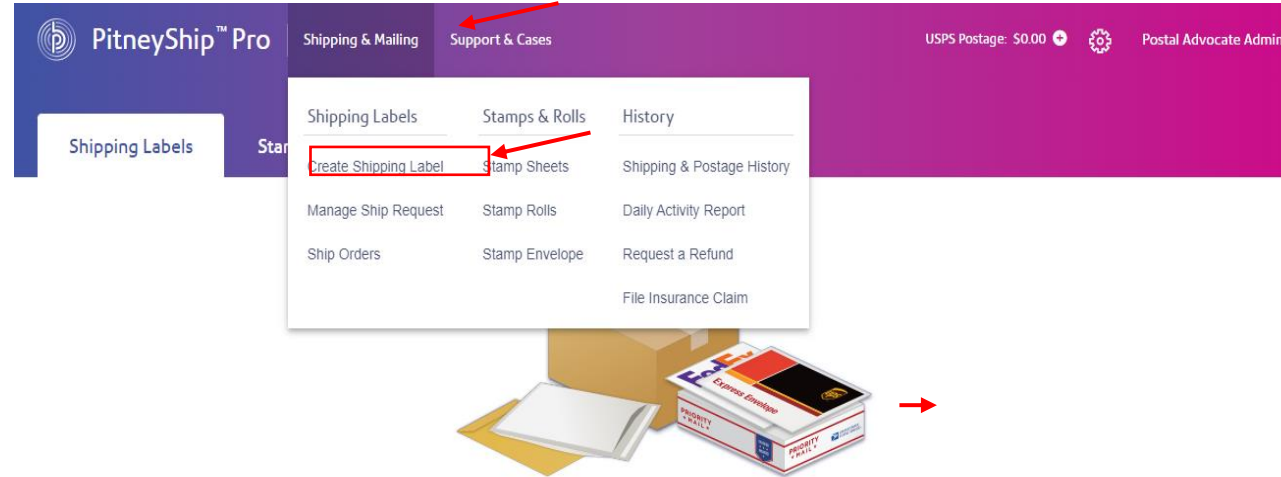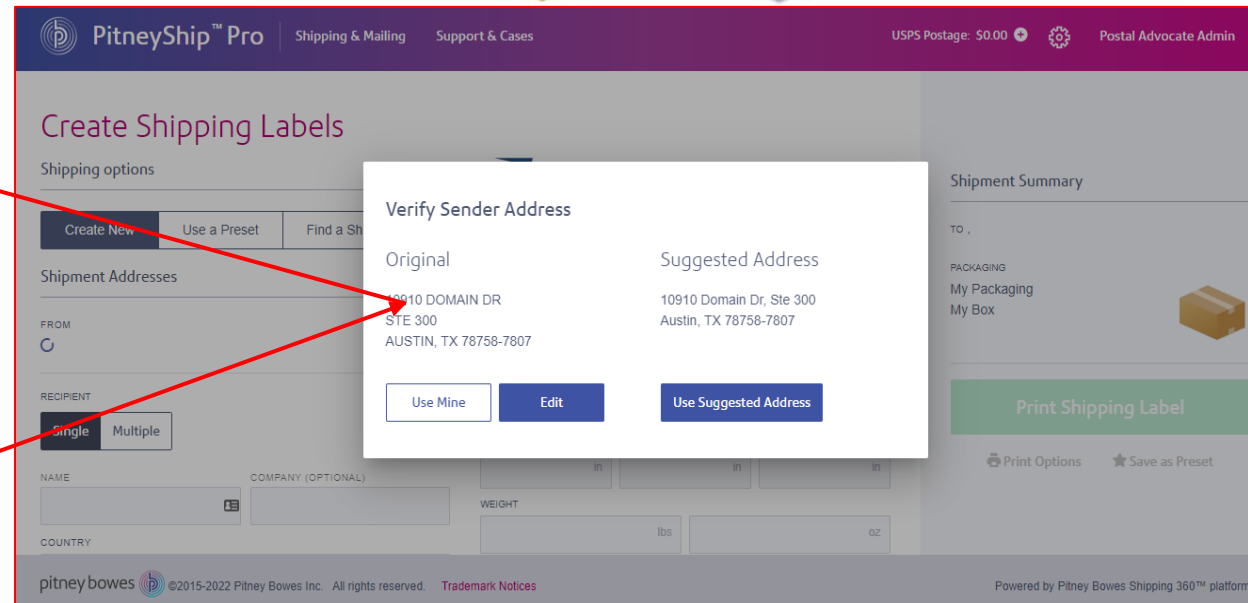# How to Ship A USPS Package
(Create a Shipping Label)– PitneyShip Pro

How to Ship A Package (Create a Shipping Label)

On the Shipping Labels tab, select Create Shipping Labels, or from the Shipping   Mailing menu, select Create Shipping Label.

- Use the address entered.
- Edit the address if shipping from a different address.
- Use suggested USPS address.

How to Ship a USPS Package (Create a Shipping Label)
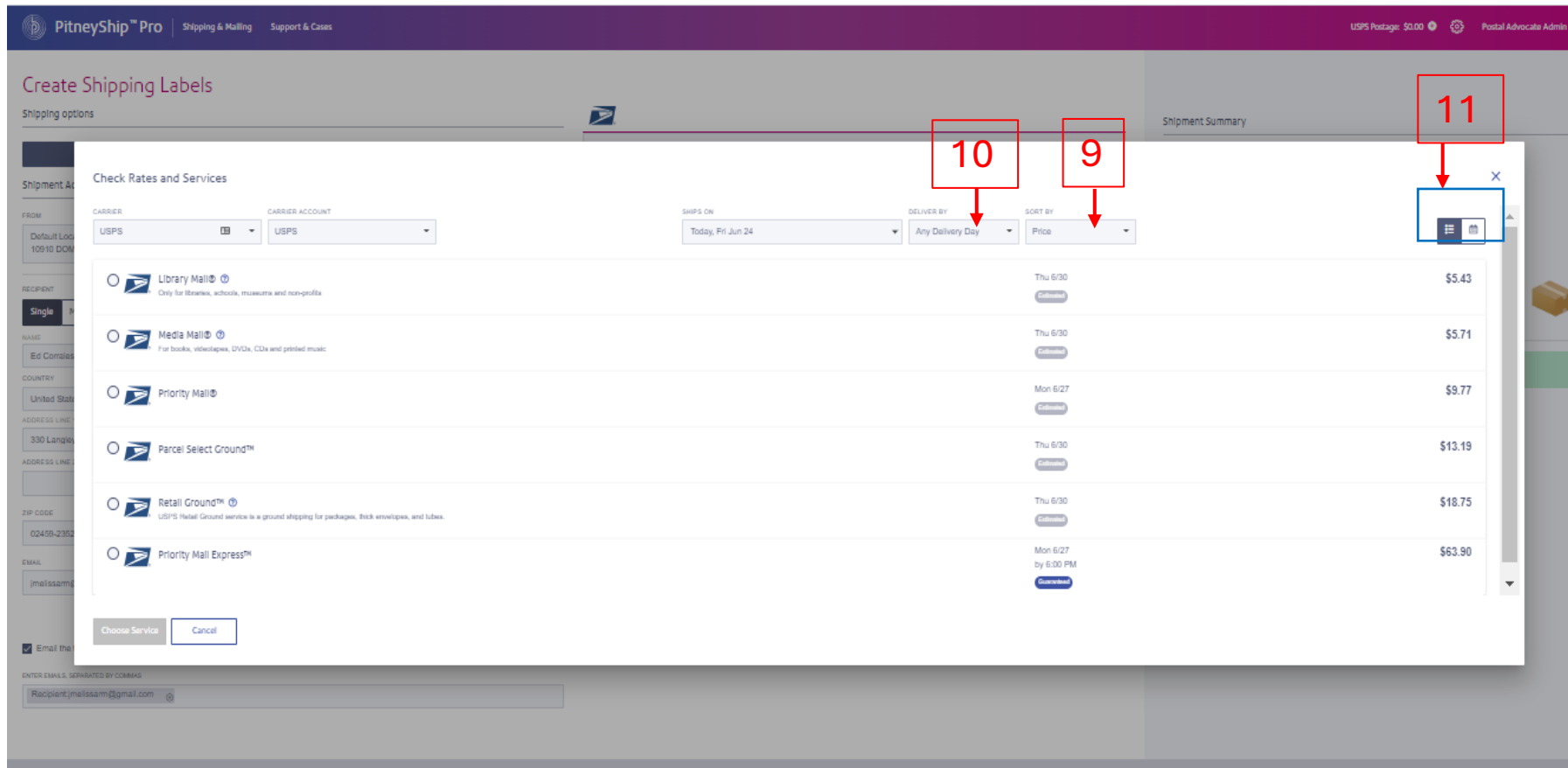
How to Ship a USPS Package (Create a Shipping Label)

1. If you need to change the sender (from) address, select the From address in the upper left and select one of the following options:
    a. To make a change to the currently selected address, select **Edit sender address**, make the necessary changes, and select **Done**.
    b. To enter a new sender address, select **Add new sender address**, enter the address, and select **Done**.
    c. To select a different sender address from your address book, select **View all senders** and select the desired address.
2. Enter the recipient address or select the **address book** icon to select an address from the address book.

3. To email the tracking number when you print the label, select the **Email the tracking number** box and enter the email address.

4. To use carrier-specific packaging, or to view rates from only one carrier, select the desired carrier from the **All-Carriers** menu.

5. If required, select your packaging from the **My Packaging** menu.

6. Select the specific package type from the **Type** menu.

7. Enter the package dimensions and weight if required for the package type.

8. Select **Shop Rates and Services**.

How to Ship a USPS Package (Create a Shipping Label)

9. By default, services are sorted by Price. To sort by delivery date, select **Delivery Date** from the **Sort By** menu.

10. To view only services with delivery by a particular date, select the date from the **Deliver By** menu.

This image is layered for US & CA

11. To use the calendar view, select the calendar icon.
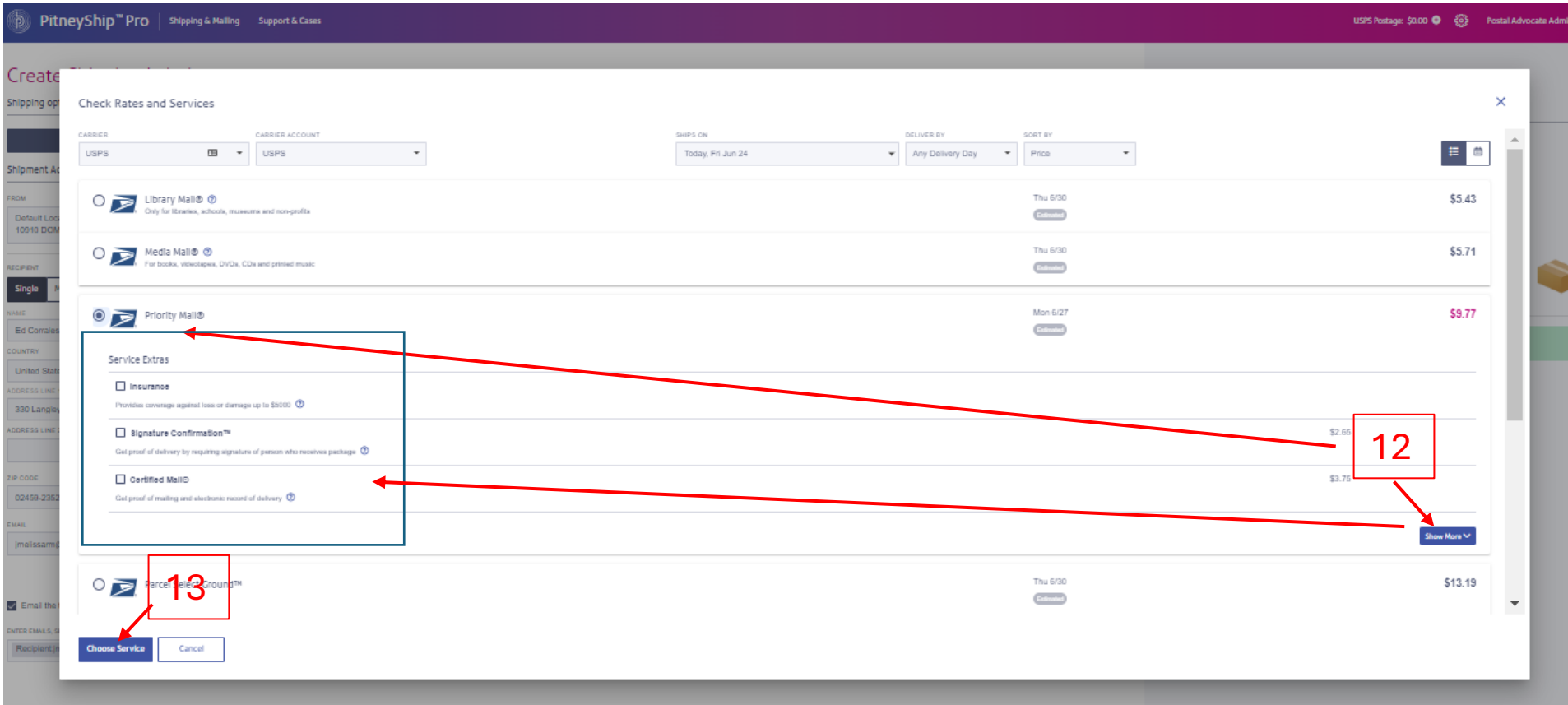
How to Ship a USPS Package (Create a Shipping Label)

12. Once the service has been selected, choose any extra services you wish to add. Select **Show More** to see all the available services.

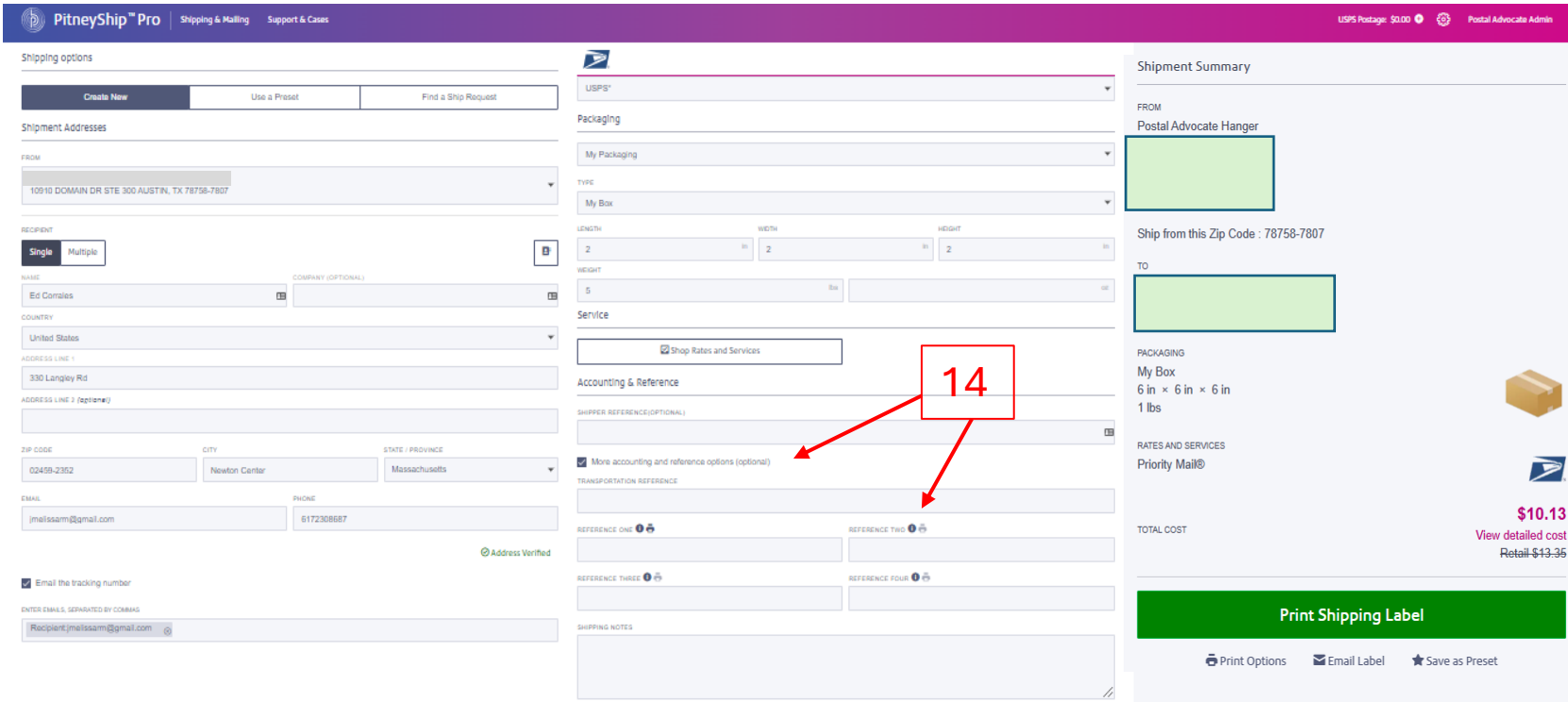13. Once all services are chosen, select **Choose Service**

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14. (Optional) Enter Shipper Reference and Shipping Notes if needed. Shipping Notes can contain any notes about the shipment up to 256 characters. For additional reference fields, select **More accounting and reference options (optional)**.

15. To use the default printer settings, select **Print Shipping Label**. To select different printer settings, select **Print Options. Select** the printer and print size. To print a summary receipt with the labels, select **Print Summary Receipt. To** add a note about the shipment, enter it in the **Memo** field. You can enter up to 35 characters. This memo appears on the label and in your history file. To print a test label, select **Print Sample. Select Print**.