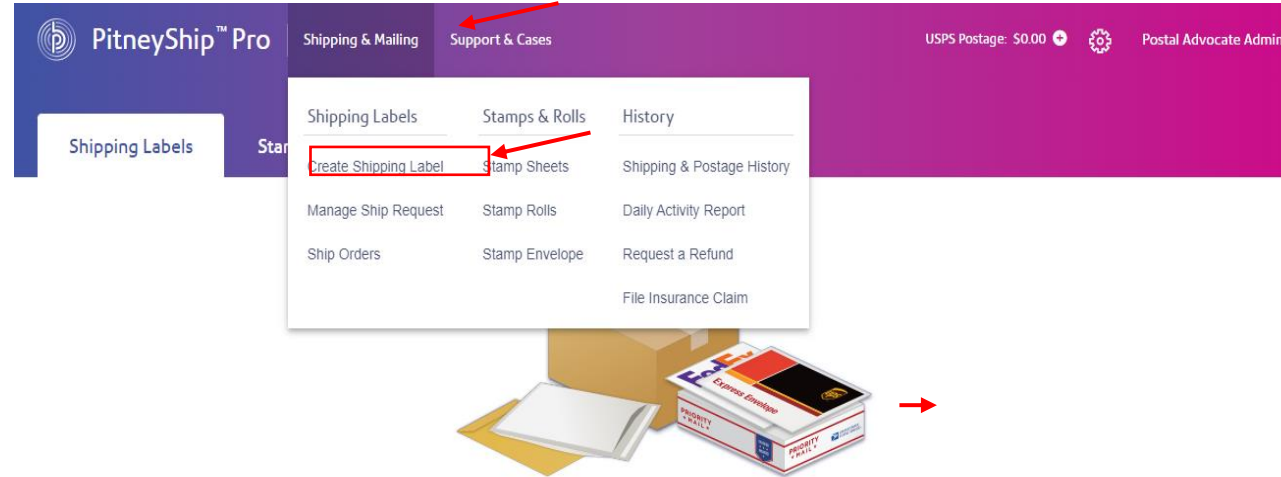


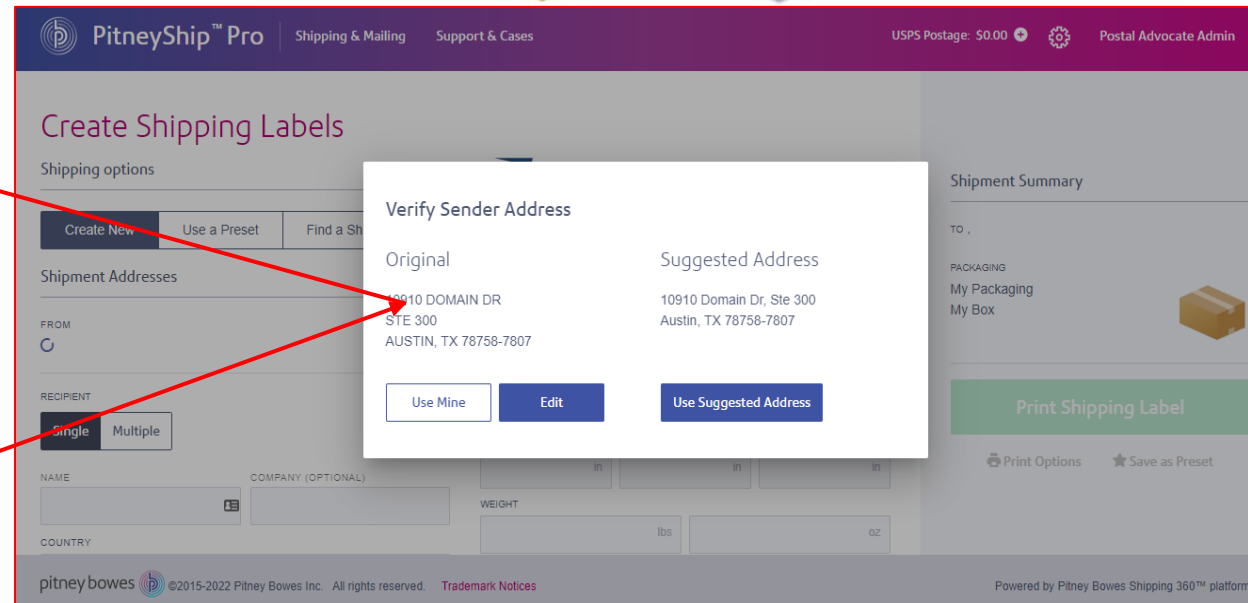
How to Ship A USPS Package (Create a Shipping Label)– PitneyShip Pro

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)

PitneyShip® Pro | Shipping & Mailing | Supplies | Support | USPS Postage: \$333.03 | Admin Postal Advocate

Create Shipping Labels

Shipping Options

Create New | Use a Preset | Find a Ship Request

1. Sender

1 →

2. Recipient

Single | Multiple | 2 →

NAME: Type to search | COMPANY (optional): Type to search

COUNTRY: United States | 8 →

ADDRESS LINE 1: Type to search

ADDRESS LINE 2 (optional):

ADDRESS LINE 3 (optional):

ZIP CODE: | CITY: | STATE / PROVINCE: State / Province

EMAIL: | PHONE:

Save Address |

EMAIL THE TRACKING NUMBER
 Sender Recipient Additional Emails

EMAIL WHEN THE SHIPMENT IS DELIVERED
 Sender Recipient Additional Emails

You can choose to send an email to the sender and/or recipient if either has a valid email address.

3. Packaging

Single | Multi-Piece | 4 →

FILTER BY: USPS

PACKAGING TYPE: My Box | 7 →

LENGTH: in | WIDTH: in | HEIGHT: in | 6 →

WEIGHT: lbs | oz | 5 →

Contains hazardous materials

4. Rates and Services

Select Rates and Services

5. Accounting and Reference

COST ACCOUNT: Enter Cost Account

MEMO/REFERENCE (optional):

More Reference Options

Fields with a printer icon will print on each shipping label

PACKAGING TYPE

My Box
My Envelope
My Irregular Packaging
Standard envelope 9.5" x 0.01" x 4.5"

USPS

Shipment Summary

FROM: Admin Postal Advocate

TO:

Print Shipping Label

Print Options | Email Label | Save as Preset



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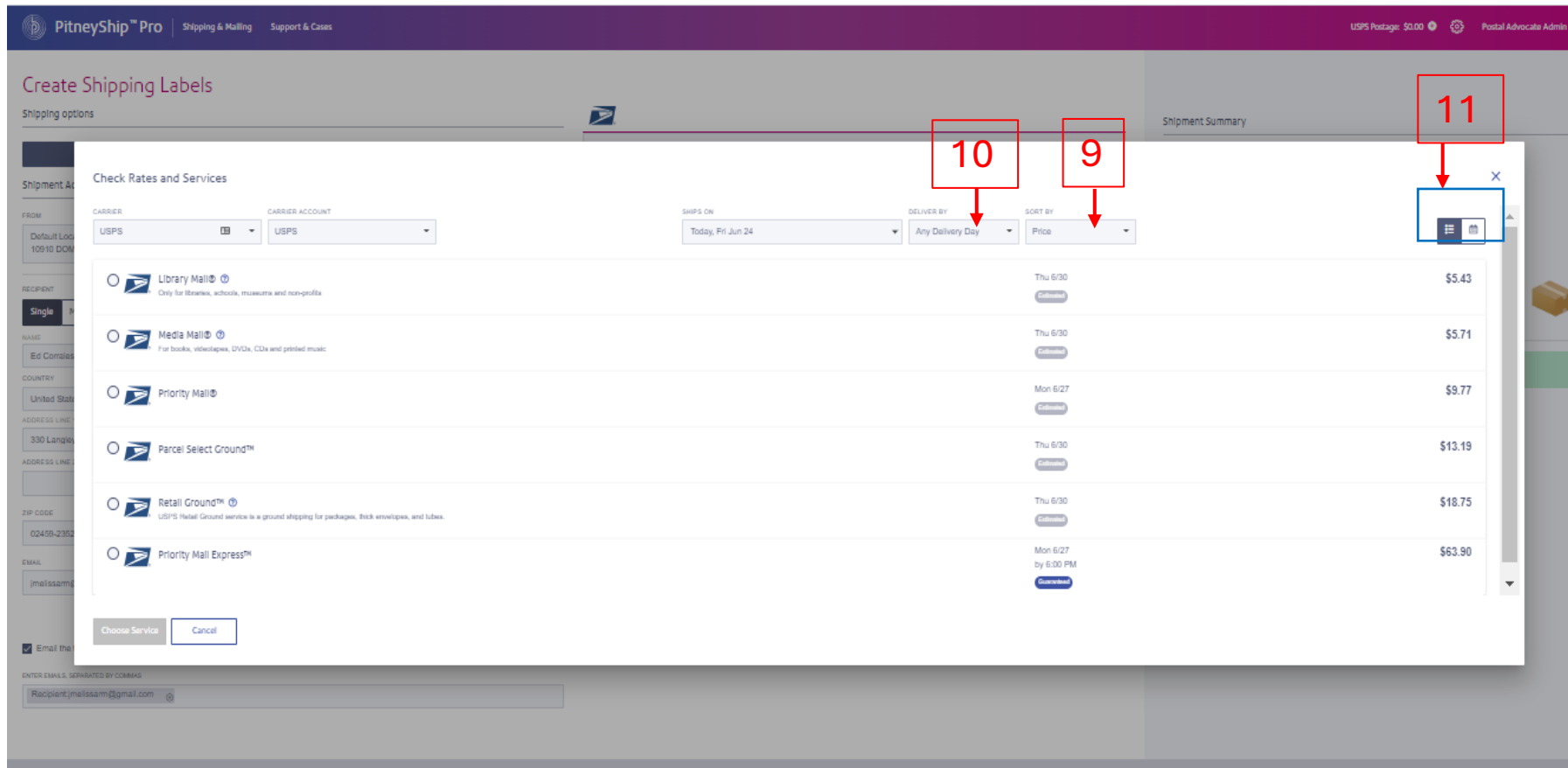


1. If you need to change the sender (from) address, select the From address in the upper left and select one of the following options:
 - a. To make a change to the currently selected address, select **Edit sender address**, make the necessary changes, and select **Done**.
 - b. To enter a new sender 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**.



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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.



The screenshot shows the 'Check Rates and Services' modal in the PitneyShip Pro interface. The modal contains a table of shipping services with columns for service name, delivery date, and price. The 'Sort By' dropdown is set to 'Price', and the 'Deliver By' dropdown is set to 'Any Delivery Day'. A calendar icon is visible in the bottom right corner of the modal.

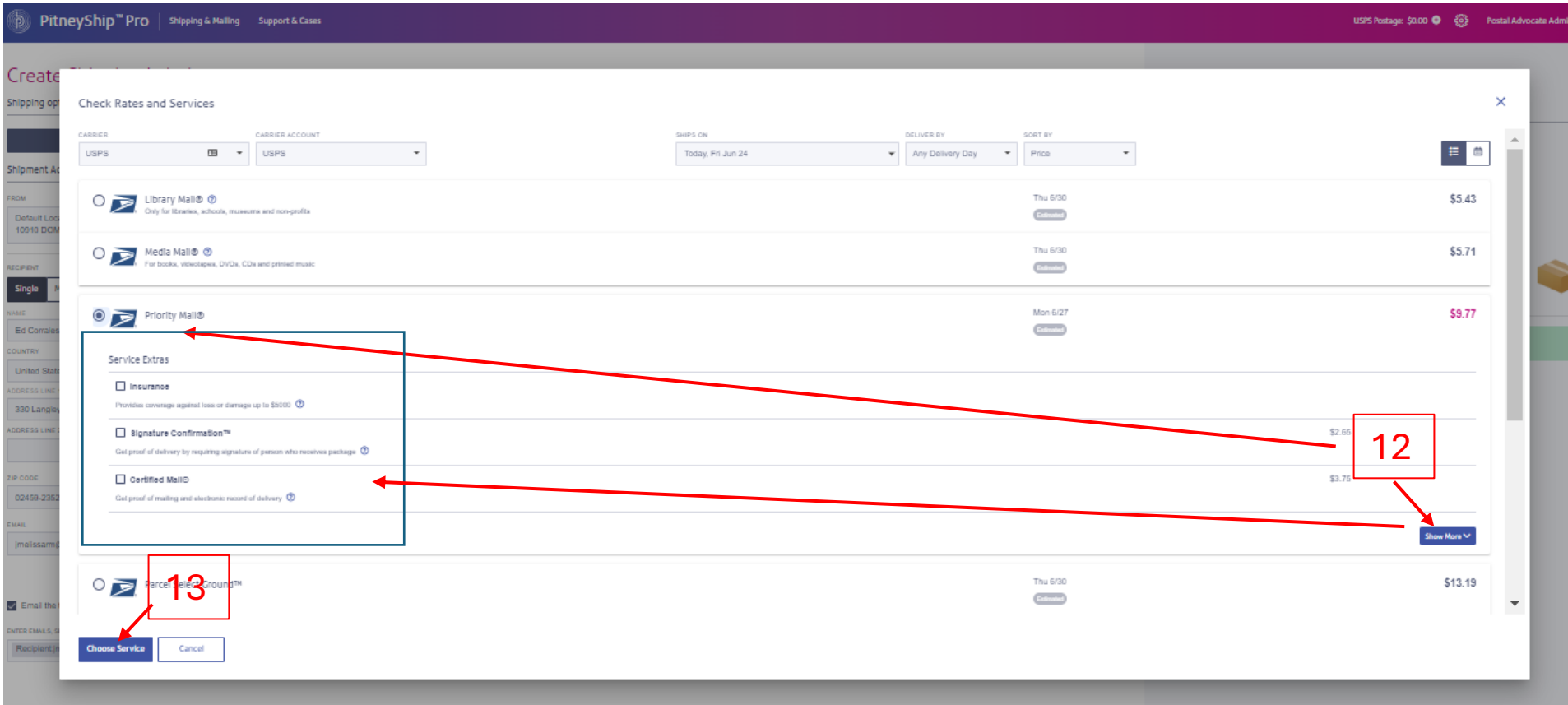
Service	Delivery Date	Price
Library Mail®	Thu 6/30	\$5.43
Media Mail®	Thu 6/30	\$5.71
Priority Mail®	Mon 6/27	\$9.77
Parcel Select Ground™	Thu 6/30	\$13.19
Retail Ground™	Thu 6/30	\$18.75
Priority Mail Express™	Mon 6/27 by 6:00 PM	\$63.90



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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**

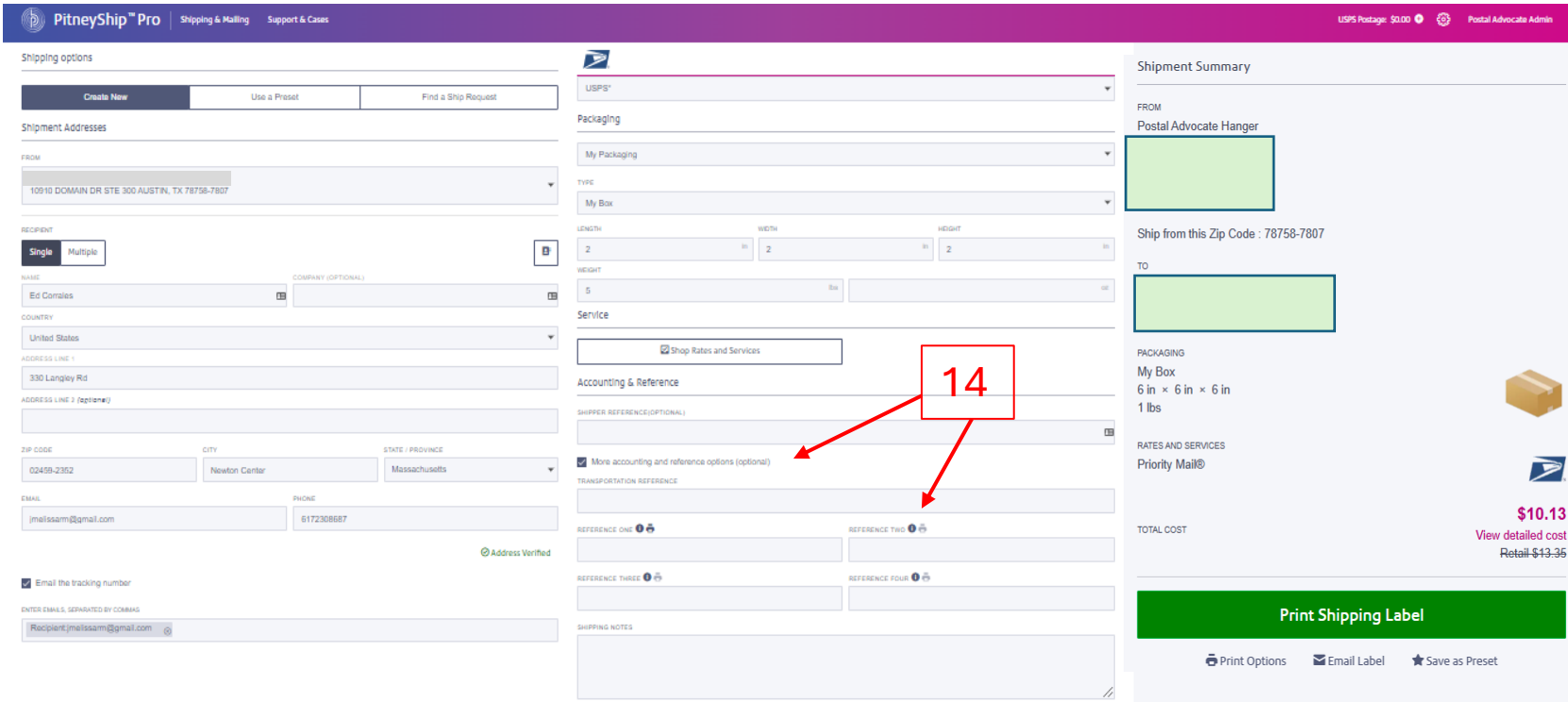


CARRIER	CARRIER ACCOUNT	SHIPS ON	DELIVER BY	SORT BY	Price
USPS	USPS	Today, Fri Jun 24	Any Delivery Day	Price	
<input type="radio"/>	Library Mail®		Thu 6/30	Calculate	\$5.43
<input type="radio"/>	Media Mail®		Thu 6/30	Calculate	\$5.71
<input checked="" type="radio"/>	Priority Mail®		Mon 6/27	Calculate	\$9.77
Service Extras					
<input type="checkbox"/>	Insurance	Provides coverage against loss or damage up to \$5000			\$2.65
<input type="checkbox"/>	Signature Confirmation™	Get proof of delivery by requiring signature of person who receives package			\$3.75
<input type="checkbox"/>	Certified Mail®	Get proof of mailing and electronic record of delivery			
<input type="radio"/>	Parcel Select Ground™		Thu 6/30	Calculate	\$13.19



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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)**.



The screenshot shows the PitneyShip Pro interface for creating a shipping label. The 'Accounting & Reference' section is highlighted with a red box containing the number '14'. Two red arrows point from this box to the 'More accounting and reference options (optional)' checkbox and the 'SHIPPING NOTES' field. The 'Shipment Summary' section shows a total cost of \$10.13 and a 'Print Shipping Label' button.

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**.

