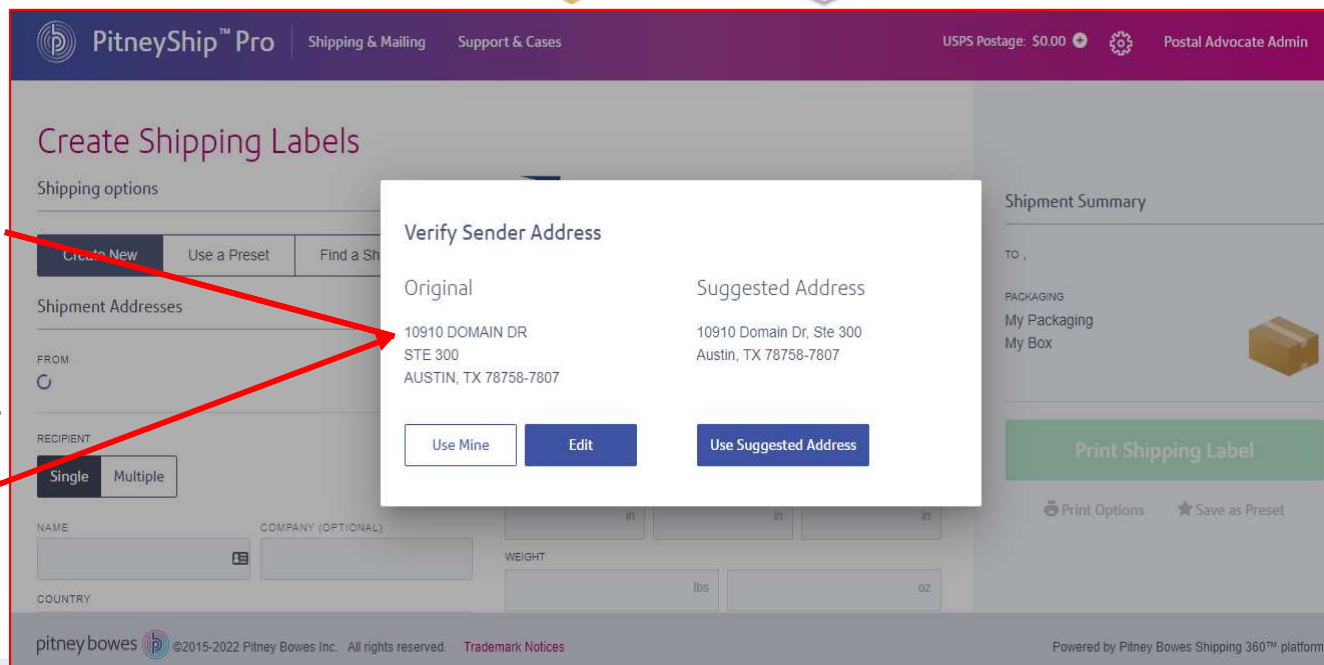
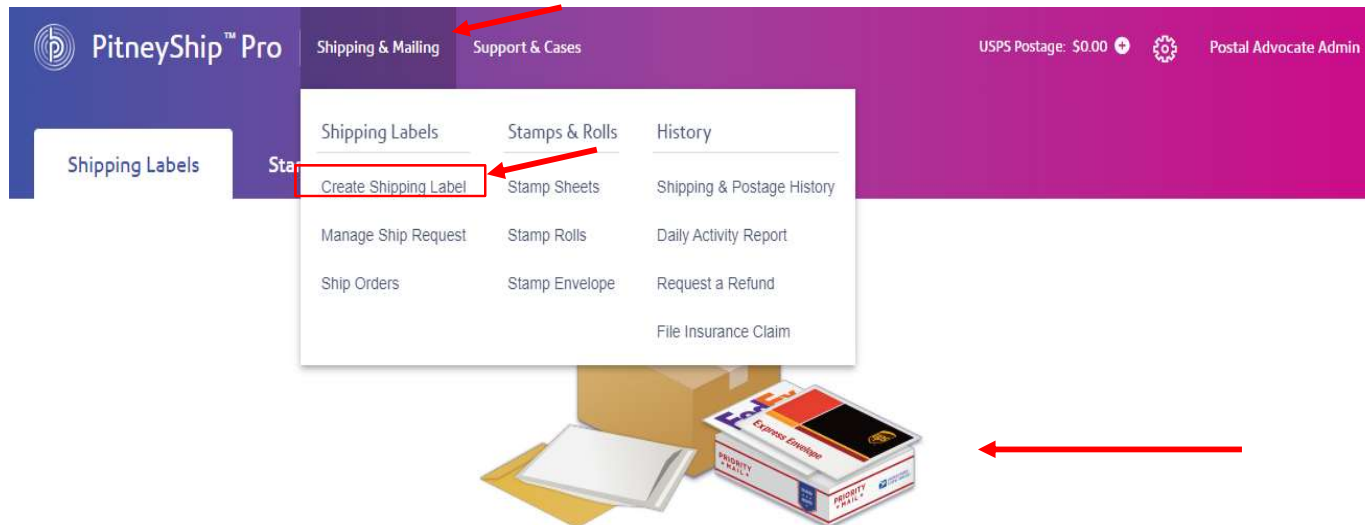


How to Ship A Package (Create a Shipping Label)

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 Package (Create a Shipping Label)

Create Shipping Labels

Shipping Options

Create New Use a Preset Find a Ship Request

1. Sender

[Red box 1] [Red arrow pointing right]

2. Recipient

Single Multiple [Red box 2] [Red arrow pointing right]

COUNTRY United States [Red box 8] [Red arrow pointing right]

ADDRESS LINE 1 [Red box 8] [Red arrow pointing right]

ADDRESS LINE 2 (optional)

ADDRESS LINE 3 (optional)

ZIP CODE CITY STATE / PROVINCE

EMAIL PHONE

Save Address Verify Address

EMAIL THE TRACKING NUMBER [Red box 3] [Red arrow pointing left]

EMAIL WHEN THE SHIPMENT IS DELIVERED

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 [Red box 4] [Red arrow pointing left]

FILTER BY USPS [Red box 7] [Red arrow pointing left]

PACKAGING TYPE Q My Box [Red box 5] [Red arrow pointing left]

LENGTH WIDTH HEIGHT [Red box 6] [Red arrow pointing left]

WEIGHT lbs oz [Red box 6] [Red arrow pointing left]

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

Shipment Summary

FROM Admin Postal Advocate

TO

PACKAGING TYPE

MY PACKAGING

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

USPS

Print Shipping Label

Print Options Email Label Save as Preset

How to Ship a 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 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.

The screenshot shows the 'Create Shipping Labels' interface in PitneyShip Pro. The 'Check Rates and Services' modal is open, displaying a list of shipping services. Annotations are placed on the interface:

- Annotation 9:** Points to the 'SORT BY' dropdown menu, which is currently set to 'Price'.
- Annotation 10:** Points to the 'DELIVER BY' dropdown menu, which is currently set to 'Any Delivery Day'.
- Annotation 11:** Points to a calendar icon in the top 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 5:00 PM | \$63.90 |

How to Ship a 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**.

The screenshot shows the 'Check Rates and Services' modal in PitneyShip Pro. The carrier is set to USPS. The shipping date is 'Today, Fri Jun 24', and the delivery date is 'Any Delivery Day'. The sort order is 'Price'. The following table shows the shipping options:

| Service | Delivery Date | Price |
|---|---------------|---------|
| Library Mail® Only for libraries, schools, museums and not-for-profits | Thu 6/30 | \$5.43 |
| Media Mail® For books, videotapes, DVDs, CDs and printed music | Thu 6/30 | \$5.71 |
| Priority Mail® | Mon 6/27 | \$8.77 |
| Parcel Select Ground™ | Thu 6/30 | \$13.19 |

The 'Service Extras' section for Priority Mail is expanded, showing the following options:

- Insurance: Provides coverage against loss or damage (up to \$5000)
- Signature Confirmation™: Get proof of delivery by requiring signature of person who receives package
- Certified Mail®: Get proof of mailing and electronic record of delivery

Red arrows and boxes highlight the 'Show More' button (labeled 12) and the 'Choose Service' button (labeled 13).

How to Ship a Package (Create a Shipping Label)

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 on the right 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**.