

HOW TO CREATE A USPS SHIPPING

1. Open browser and go to www.usps.com
2. Enter username & password if needed, log in
3. From home screen click “mail & ship” tab
4. From drop down menu select
5. Fill in areas – name, company name, address, weight, etc
6. In the box for package value enter the number 1
7. Click “billing info” and enter (last 4 digits) & agree to terms
8. Insert label in printer and click “print/ship”