



April 12, 2023

RECEIVED
APR 17 2023

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7020 3160 0002 0327 5804

Dear Ivan:

As a matter of general interest, the Postal Service is changing the process on how retail offices remit bank deposits. Beginning May 1, shipping labels for Registered Mail bank deposits will be printed using the Click-N-Ship (CNS) application.

Retail clerks will request and obtain access to the CNS application using the Access Registration and Identity Services (ARIS) system. The CNS Registered Mail shipping label will be applied to the bank deposit bag along with Registered Mail Label 200-N. An acceptance scan will be performed with a Mobile Delivery Device - In-Office (MDD-IO) or Intelligent Mail Device (IMD) scanner, at which time, the bank deposit will be ready for dispatch.

Enclosed are the following documents:

- Bank Deposit Preparation Quick Reference Guide
- Creating Administrative Shipping Labels Using Click-N-Ship – User Guide
- ARIS User Access Request Quick Steps Guide

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson
Director
Contract Administration (APWU)

Enclosures

(CA2023-075)



BANK DEPOSIT PREPARATION QUICK REFERENCE GUIDE

February 2023

PREPARING DEPOSIT TICKET

Prepare the unit's daily deposit using the following procedures:

- The preparer (and a witness, if available) must count and verify the bank deposit and sign the deposit ticket. **Both individuals must independently verify the accuracy of the deposit to ensure proper preparation.** *Note: If no witness is available, leave the Witness Certification line blank on the deposit ticket.*
- All amounts must be included and clearly written on the deposit ticket, including the **Currency by Denomination, Total Cash, Total Checks & Money Orders, and Grand Total.** Use a calculator to ensure accuracy of the amounts. Accurate math is a **MUST** on deposit tickets and any errors will result in a banking expense being issued to the unit. **Verify the Grand Total matches the deposit amounts (AICs 751+752) reported on PS Form 1412.**
- Complete all sections of the two-part deposit ticket for every deposit. Send the original (white copy) to the bank and keep the other copy at the unit. If you make a mistake and enter something incorrectly prepare a new deposit ticket. Write the Registered Mail Number on the deposit ticket (both copies). **DO NOT** send in a torn or un-readable deposit ticket and **DO NOT** use a Xerox copy of a deposit ticket.

- NEVER** borrow a deposit ticket from another unit. If you do, your deposit will be credited to the other unit. Use the **Temporary Deposit Slip** (click [here](#)) if needed until an order of new deposit slips is received. **OLD** deposit tickets and stamps **MUST** be **destroyed immediately** if any unit or bank details change.
- DO NOT** make a bank deposit for less than \$100. **EXCEPTION:** Check items (such as checks, money orders, traveler's checks, etc.) must be deposited within five business days – even if the total deposit is less than \$100.
- If there are no deposits for the day, follow the procedures in Handbook, DM-902, *Procedures for Handling Registered Postal Bank Remittance Mail-Contents, Chapter 2, "Procedures for Preparing a Postal Bank Remittance for Mailing."*

- 2-2 Registered Mail Pouch Dispatch Procedures
 - 2-2.3 Procedures for Preparing the Pouch Contents Bill for Registered Mail Articles Without a Remittance
 - 2-2.4 No Registered Mail Articles and No Remittance (NIL-BILL)
- Note: DO NOT** include a "NIL-BILL" in the tamper-evident plastic deposit bag.

PREPARING CHECK ITEMS

- Endorse the back of check items (checks, money orders, traveler's checks, etc.) using RSS or a rubber stamp. Endorsement includes:
 - USPS
 - "For Deposit Only" and unit name
 - Bank account number
 - 10-digit unit ID (6-digit finance number + 4-digit unit ID)
- Include a single, system-generated list or adding machine tape, showing the value of each check item.
- Place the list or adding machine tape on top of the bundled check items and bind the **WHOLE** deposit together with one rubber band. **DO NOT** use paper clips, staples, or adhesive tape. Also, **DO NOT** "roll" the deposit. If there are few deposit items and a rubber band will cause the items to "roll", then use a paper clip.
- Write the total of all check items on the deposit ticket under **Total Checks & Money Orders.**

- Arrange the bills face up, in the same direction, by denomination. **DO NOT** put coins in the bag.
 - Write the total amount of cash being deposited – break down and total by denomination, then enter the total amount under **Total Cash** on the deposit ticket.
 - Write the total amount of cash plus check items under **Grand Total.**
- Note:** Only one deposit per plastic bag. The deposit ticket must equal the funds included in the tamper-evident deposit bag.

PREPARING CURRENCY

PLEASE PRESS FIRMLY
DepositLink

DEPOSIT TICKET

DATE _____ WRITE REGISTERED MAIL NUMBER (both copies) **RA123456789US**

REGISTERED NUMBER _____

SIGNATURE _____ VERIFIER CERTIFICATION _____

SIGNATURE _____ WITNESS CERTIFICATION _____

UNIT ID 123456789 UNIT ID NUMBER 123456789 UNIT ID NUMBER 123456789

PO Name _____ TRANSIT NUMBER _____ BANK NAME _____ ACCOUNT NUMBER _____ TRAIN CODE _____

USPS UNIT ID 0123456789 FIRST NATIONAL BANK OF OMAHA GRAND TOTAL \$ 123

CURRENCY DOLLARS CENTS

X \$100		
X \$50		
X \$20		
X \$10		
X \$5		
X \$2		
X \$1		
COIN		
TOTAL CASH		
TOTAL CHECKS & MONEY ORDERS		
TOTAL		



BANK DEPOSIT PREPARATION QUICK REFERENCE GUIDE

February 2023

PREPARING AND DISPATCHING YOUR DEPOSIT

Preparer (and witness, if available) assemble these items for the deposit (in order):

- **Deposit ticket** – place the completed deposit ticket on top. ALL sections MUST be completed.
- **Check (non-cash) items** – place, with a list of amounts included on top (system-generated or adding machine tape), under the deposit ticket.
- **Cash** – place under check items (arrange the bills face up, in the same direction, by denomination).
- Bind all items together with one single rubber band (or if there are few items that would cause the stack to roll, use a single paper clip).
- **Only ONE deposit per each plastic bag. DO NOT** put two deposits in the same plastic bag. **DO NOT** separate one deposit into two separate plastic bags.
 - If your deposit is too large for one deposit bag, then create two deposits with two bags. **Note:** The deposit ticket enclosed in a bag must only be completed for and match exactly the portion of the deposit that is in that bag.

Example: Deposit Total for the day is \$10,000 and it doesn't fit in one bag. Following the above steps, create two deposit tickets: one deposit ticket for \$6,000 (grand total line of ticket #1) and the other for \$4,000 (grand total line of ticket #2). **DO NOT** combine amounts or totals of the two bags. A deposit ticket MUST equal ONLY what fits in one bag. The bank will process both deposits and Accounting Services will credit the combined total to your unit finance number.

Follow these steps to prepare and dispatch the tamper-evident plastic bag for remitting a bank deposit:

1. Prepare and attach a Click-N-Ship® Registered Mail™ label addressed to the Bank in the space provided on the bag.
Note: Instructions how to create a label may be found under Resource Guides on the [Shipping Products](#) page.
 - a. Make sure the return address is included on the Click-N-Ship® label.
 - b. Date-stamp the label with the unit's round-dater. Make sure the date stamp is legible in case the deposit ticket is separated from the bag during processing.
2. Attach a Registered Mail™ Label 200-N in the space provided on the bag. Complete a PS Form 3806, *Receipt for Registered Mail™*, and file it locally.
3. Enter the Registered Mail™ article number from the Click-N-Ship® label in the Register Dispatch Book (PS Form 3854 or 3854-A).
4. Place the deposit ticket, list of check items, check items, and cash in the tamper-evident bag. **DO NOT include any other documents.**
5. Seal the bag: (a) Place the label side of the bag facing up, fold the tamper-evident flap away from the white strip underneath. (b) Remove the white adhesive cover strip. (c) Press the tamper-evident flap against the adhesive on the back lining of the bag.
6. Made a mistake leaving item(s) out of the tamper-evident bag, etc.? Prepare a NEW bag; do NOT open/resize or attach items to the outside of the bag.
7. Perform an **Acceptance** scan on the Registered Mail™ barcode embedded in the Click-N-Ship® label Using a MDD-IO or IMD scanner if available, or other scanner if a MDD-IO or IMD scanner is not available. Choose **First Class** as the Product Code. Enter the bank ZIP Code as the Destination ZIP Code.
8. Dispatch the tamper-evident plastic deposit bag containing the bank deposit in a numbered, sealed pouch with the other Registered Mail™.

Front Image



Back Image





Creating Administrative Shipping Labels Using Click-N-Ship

USER GUIDE

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Objectives

- Create administrative shipping labels through the Click-N-Ship® (CNS) application that includes an Intelligent Mail package barcode (IMpb)
- View shipping history to track all Click-N-Ship G-10 Shipping Labels created by user account
- Discontinue usage of G-10 shipping labels 41 and 101V that do not contain an IMpb


Assumptions

- You will use Priority Mail (PM), Priority Mail Express (PME), Parcel Select Ground, or First-Class Package Service - Retail for your shipment.
- You have an ACE ID and Password
- You have a printer and self-adhesive label paper or regular paper with tape. If using regular paper, ensure the tape does not cover the Intelligent Mail package barcode.

Requesting Access


- Request the “CARP G-10 User” access to Click-N-Ship G-10, in Access Registration and Identity Services (ARIS). Once your access has been approved, you will use your ACE ID and password to log into the Click-N-Ship application at:
<https://cns-b.usps.gov/g10/index.html>.

Example of Click-N-Ship Shipping Label and receipt



**UNITED STATES
POSTAL SERVICE®**

Click-N-Ship®

P	USPS.com \$19.45 US POSTAGE INSURED	9468 7301 0935 5000 0000 17 0104 5003 0002 0260  Mailed from 20260
----------	----------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------


PRIORITY MAIL®

Treishawna Harris
 475 LENFANT PLZ SW
 WASHINGTON DC 20260-0008


SHIP TO: Helena Stevens
 475 LENFANT PLZ SW
 WASHINGTON DC 20260-0008

0000

USPS TRACKING #



9468 7301 0935 5000 0000 17

Drop-Off Location: 

Instructions

1. Please use a laser or laser-quality printer.
2. Adhere shipping label to package with tape or glue - **DO NOT TAPE OVER BARCODE**. Be sure all edges are secure. Self-adhesive label is recommended.
3. Place label so that it does not wrap around the edge of the package.
4. Each shipping label number is unique and can be used only once - **DO NOT PHOTOCOPY**.
5. Please use this shipping label on the "ship date" selected when you requested the label.
6. If a mailing receipt is required, present the article and Online e-Label Record at a Post Office for postmark.

Print Date: 2023-02-01
 Ship Date: 2023-02-02


9468 7301 0935 5000 0000 17

PRIORITY MAIL®
 Extra Services:
 Total: \$19.45

From:
 Treishawna Harris
 475 LENFANT PLZ SW

To:
 Helena Stevens
 475 LENFANT PLZ SW
 WASHINGTON DC 20260-0008

* Commercial Pricing PRIORITY MAIL® rates apply. There is no fee for USPS Tracking® service on PRIORITY MAIL® service with use of this label. Labels are shipping labels. Receipts for insured parcels are not included. For the requested online 25 days from the print date.

 **UNITED STATES
POSTAL SERVICE®**

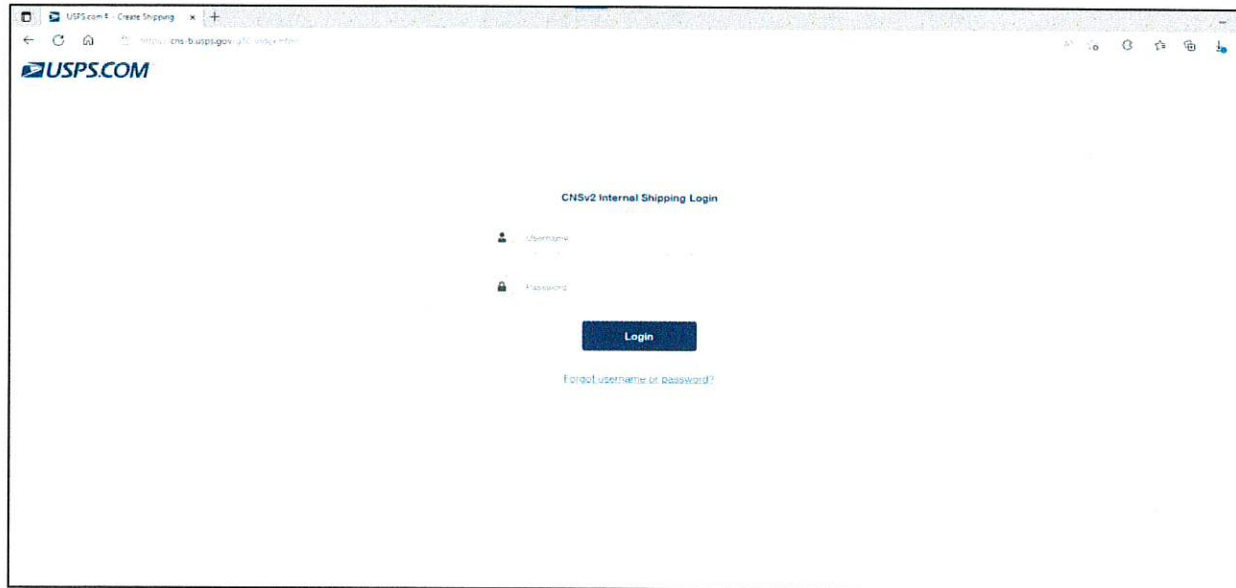
Thank you for shipping with the United States Postal Service!
 Check the status of your shipment on the USPS Tracking® page at usps.com

Page 3 of 19

Log in to Click-N-Ship (CNS)

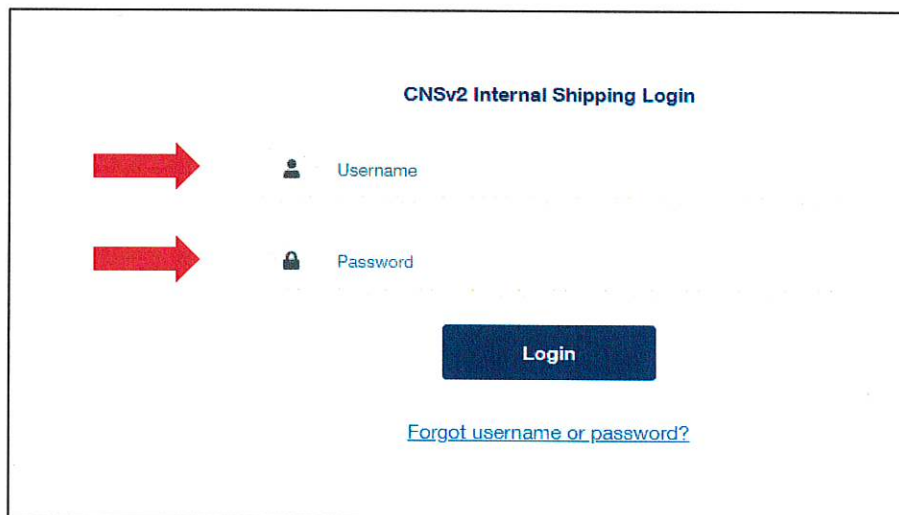
Step 1 - Navigate to the Click-N-Ship G-10 application using the following URL:

- <https://cns-b.usps.gov/g10/index.html>
- You can save this URL to your favorites file
- The Click-N-Ship G-10 application can only be accessed through the URL above
- Chrome is the preferred internet browser for Click-N-Ship



Step 2 – Log in to your account

- Log in using your ACE ID and Password

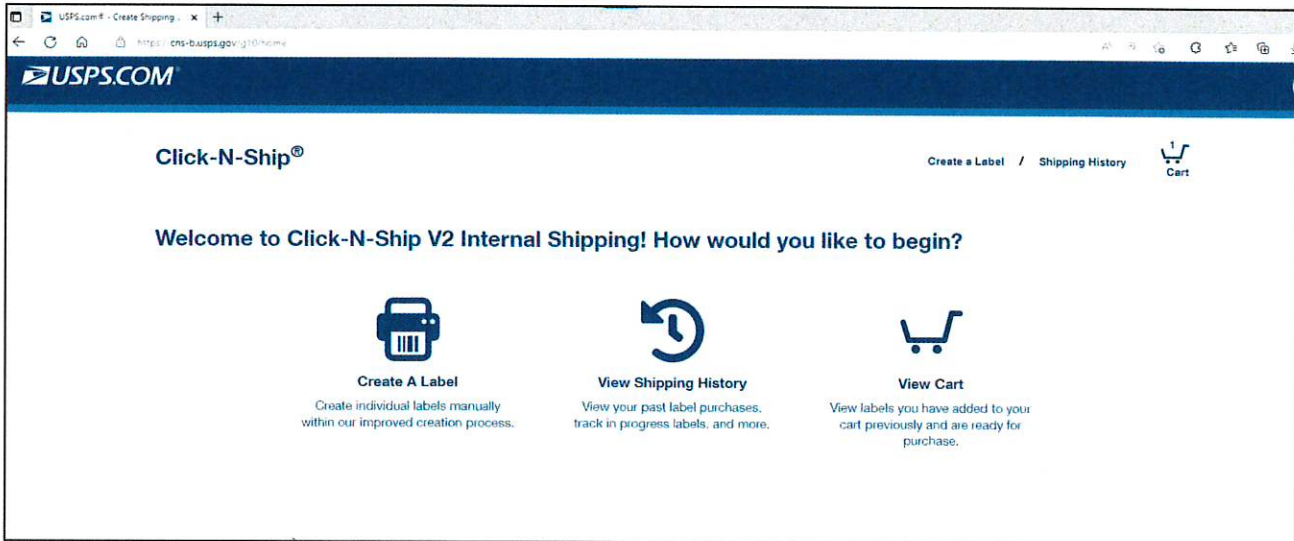


Return Address Set Up

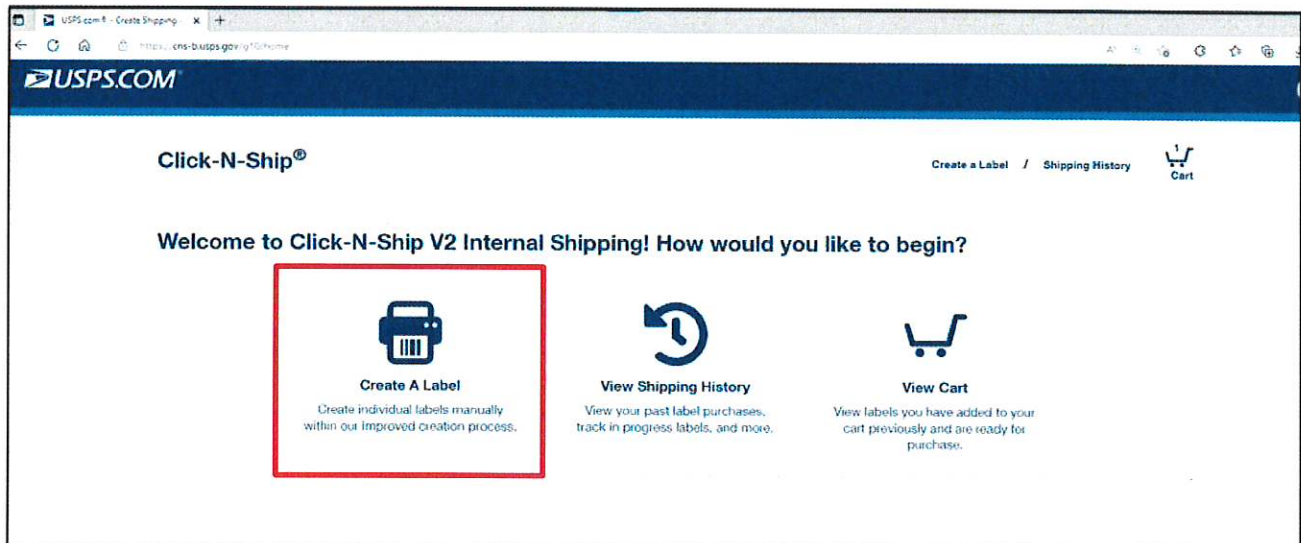
Once you sign in, you will be on the Click-N-Ship G-10 homepage.

Here you have the choice to:

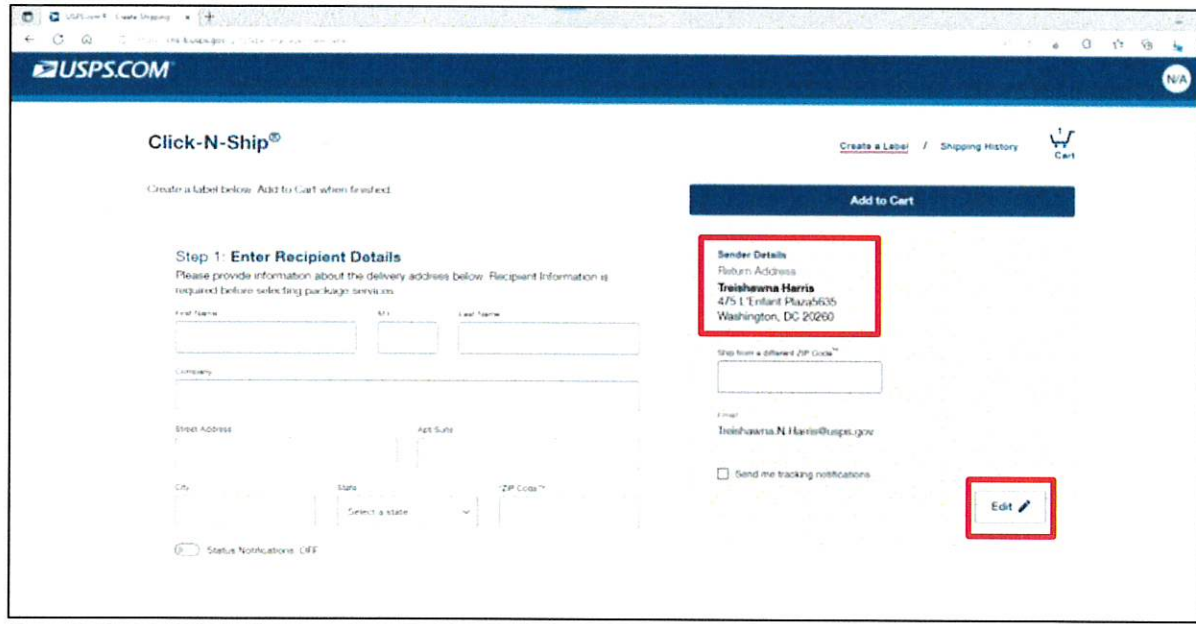
- Create A Label – Create individual labels manually
- View Shipping History – View past label purchases, track labels, etc.
- View Cart – View labels added to cart that are ready for purchase/printing



The first time you sign in, you need to ensure that your return address, email address and phone number are listed correctly. To do this, select the “Create A Label” tab

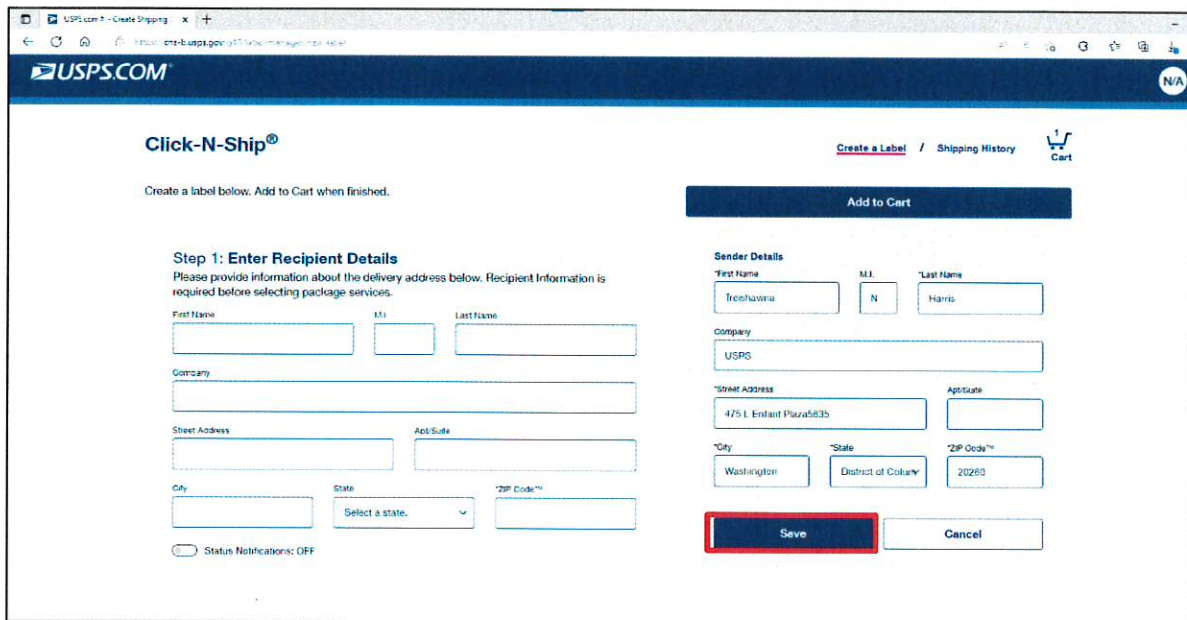


If the sender details listed are not correct or need to be updated, you will need to edit this information. To edit, navigate to the lower right corner and select “edit”.



The screenshot shows the USPS Click-N-Ship web interface. On the right side, the 'Sender Details' section is highlighted with a red box. It contains the following information: Return Address: Treishawna Harris, 4751 Enland Plaza#535, Washington, DC 20260. Below this, there is a field for 'Ship from a different ZIP Code™' and an email address: Treishawna.N.Harris@usps.gov. A checkbox for 'Send me tracking notifications' is present and unchecked. In the bottom right corner, an 'Edit' button with a pencil icon is also highlighted with a red box.


Here you can edit any information that needs to be updated. Including Name, Company, suite, and/or ZIPCode. Once your information has been updated, select save to continue creating a label.



This screenshot shows the same USPS Click-N-Ship form, but with the 'Sender Details' section filled out. The 'First Name' field contains 'Treishawna', 'M.I.' contains 'N', and 'Last Name' contains 'Harris'. The 'Company' field contains 'USPS'. The 'Street Address' field contains '4751 Enland Plaza#535'. The 'City' field contains 'Washington', the 'State' dropdown is set to 'District of Columbia', and the 'ZIP Code™' field contains '20260'. At the bottom of the 'Sender Details' section, the 'Save' button is highlighted with a red box, and a 'Cancel' button is visible to its right.

NOTE: The sender address is based on your eAccess profile. It will reset the address each time you log into the CNS G-10 application. If you would like to change the address permanently, you would need to log into your eAccess account and update your profile address.

https://eaccess.usps.gov/ords/eaccessnp/sso_std.sso_welcome



[Help](#) | [User Guides](#) | [Registration Forms](#)

Welcome to eAccess

eAccess is your portal for resetting your password and requesting applications and resources in the Postal Service.

Important Information	Application Access
To access eAccess, users should login with their ACE account.	<input type="button" value="Enter Application"/>
	Reset ACE Password
	Reset Database Password
	Reset Unix Password
	Unlock Mobile Device

Brought to you by Information Technology

If you need assistance,
please click [here](#) for help.

Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy using this system. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Create a Label

Step 1: **Enter Recipient Details** (or Delivery Address).

Complete your recipients First Name, Last Name, Street Address, City, State and ZIP Code. Additional fields include Company name and Apartment/suite number.

*The address book function will be included in a later update to the Click-N-Ship application.

Click-N-Ship®

Create a label below. Add to Cart when finished.

Step 1: Enter Recipient Details

Please provide information about the delivery address below. Recipient Information is required before selecting package services.

First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company

Street Address	Apt/Suite
<input type="text"/>	<input type="text"/>

City	State	*ZIP Code™
<input type="text"/>	Select a state. ▼	<input type="text"/>

Status Notifications: OFF

The button below receipt details, **Status Notifications**, has an additional option to notify the sender of the incoming package. This will send your recipient an email notification or SMS text message. You may choose one or both methods by entering the recipient's email address or mobile number in the appropriate field and selecting the corresponding check mark for the type of notification.

City

State

*ZIP Code™

Status Notifications: ON

Please confirm or enter the recipient's contact information.

Phone for SMS Text Messages

Email

Phone

Select what types of updates you'd like to send to the recipient.

If notifications are turned on for the recipient, these will be the default selections. You will be able to edit the selections during label creation.

Email Text

 All Below Updates

Privacy Act Statement:

Your information will be used to provide customers with information about the status of mailings within the USPS network. Collection is authorized by 39 U.S.C. 401, 403, and 404. Supplying your information is voluntary, but if not provided, we may not be able to process your request to furnish package tracking status updates. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: Incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. For more information regarding our privacy policies visit www.usps.com/privacypolicy.

Step 2: **Select Your Service and Package Type**. This is where you select your shipping date, shipping service, and package type.


- a. Select the **shipping date** for your package. Choose the calendar icon to the right to choose your shipping date. You may choose up to 3 days from the current date. Please note whichever date you select should be the actual day you plan to drop the package off or have it picked up.

Step 2: Select Your Service and Package Type

Fill out the information below and select your service and package type.

Shipping Date

Choose a date up to 3 days from today.

01/27/2023 

Choose Your Package Type

USPS® Flat Rate Packaging


Choose your own box

Select Your Service and Package Type

Selecting a Priority Mail Flat Rate product or a Priority Mail Express Flat Rate product requires USPS provided packaging.

If you plan to ship live animals, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this package?

Select a Service 

[View Package Types](#)

To view package types, sender and recipient ZIP codes are required along with a service selection.

- b. Select the **package type** for your shipment. You can choose to ship with USPS flat rate packaging or by package weight using your own box. If you are not shipping flat rate, you will need to enter the weight of the package, pounds (lbs) and ounces (oz).

Choose Your Package Type

USPS® Flat Rate Packaging
 Choose your own box

If the weight you entered is less than the actual weight of the package, the Post Service™ will require additional postage either at the time of mailing or delivery.

*Please enter your total package weight.
Enter a value of 0 or higher for pounds and ounces.

lbs oz

This package has a dimension measuring over 12*

Do any of the below characteristics apply to your package?
If multiple apply, please select one. Otherwise, choose None.

- c. Select the **service type** for your package. You can choose between Priority Mail, Priority Mail Express, Parcel Select Ground, and First-Class Package Service

Select Your Service and Package Type

Selecting a Priority Mail Flat Rate product or a Priority Mail Express Flat Rate product requires USPS provided packaging.

If you plan to ship **live animals**, please go to your local **Post Office™**.

Service Type: which shipping method would you like for this package?

Priority Mail®	1-3 Day Delivery Starting from \$9.00
Priority Mail Express®	1-2 Day Delivery Starting from \$27.25
First-Class Package Service®	2-5 Day Delivery Starting from \$4.80
Parcel Select® Ground	1-2 Day Delivery Starting from \$7.47

Once you select the service, click the **“View Package Types”** button. Click-N-Ship displays all available package types based on the mail class selected. You can toggle between Priority Mail, Priority Mail Express, Parcel Select Ground, and First-Class Package Service-Retail. Depending on the weight and other characteristics that were entered in the previous steps, some options may not be available.

If you opt to use “Flat Rate” packaging, make sure that you make the correct selection based on the packaging of your shipment.

View Package Types

Prices is based on shipping a from ZIP Code™ 20260 to 20260 on 01/26/2023.

Package Type	Scheduled Delivery	Price
Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2"		\$9.65 Per Label
Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"		\$9.95 Per Label
Priority Mail® Padded Flat Rate Envelope 12-1/2" x 9-1/2"		\$10.40 Per Label
Priority Mail® Small Flat Rate Envelope 6" x 10"		\$9.65 Per Label
Priority Mail® Window Flat Rate Envelope 5" x 10" 12-1/2" x 9-1/2"		\$9.65 Per Label
Priority Mail® Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8"		\$10.20 Per Label
Priority Mail® Medium Flat Rate Box 11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"		\$17.10 Per Label
Priority Mail® Large Flat Rate Box 23-11/16" x 11-3/4" x 3" 12 1/4" x 12 1/4" x 6"		\$22.80 Per Label

Don't see your Package Type? Update your Shipping Date, Package Type, and Service Type to see other options.

Step 3: Content Details

This section is optional.

“**Item Details**” allows you to enter package information to identify your shipments to keep for your records. It can be viewed in the shipping history section of your account.

“**Package Details**” allows you enter the package value if you wish to purchase/add insurance more than what is included.

Priority Mail Express and Priority Mail packages automatically include \$100 insurance. The option to insure your package for the entire value will display depending on what you entered as your package value. You will also have the option of adding Signature Confirmation or Adult Signature, including the Restricted Delivery options for both.

Step 3: Content Details

The fields below are optional. Provide any information about the package contents that you wish.

Item Details

If you'd like to add items, use the fields below.

Item #1 - [Remove Item](#)

Item Description	Item lbs	Item ozs
<input type="text"/>	<input type="text"/> lbs	<input type="text"/> oz

Item Value QTY

<input type="text"/> \$	<input type="text"/>
-------------------------	----------------------

+ [Add Item](#)

Package Details

Package Value

<input type="text"/> \$	<input type="text"/> 0
-------------------------	------------------------

Enter a value up to and including \$5,000.00

Once you have made all of your package options, you will see them displayed in the “Label Summary”. This shows the mail class and any extra extra services selected. From here, you can **Add to Cart** to finalize your transaction.

Package Details

Package Value

\$

Enter a value up to and including \$5,000.00

Step 4: Select Extra Services

Please select any extra services you would like to add to this label.

Priority Mail covers up to \$100 of the package value. For packages with a value over \$100, additional insurance can be purchased to cover the balance.

Insurance

None

Insurance Free

Signature Services

None

Signature Confirmation \$3.25

Adult Signature 21 or Older Required ⓘ \$9.05

Adult Signature Restricted Delivery 21 or Older ⓘ \$9.35

Additional Services

Registered Mail \$15.90

Label Summary

Priority Mail® Flat Rate Envelope	\$9.65
USPS Tracking Electronic	Free
Insurance	Free
Signature Confirmation	\$3.25
Total	\$12.90

Add to Cart

Once you add a label to your cart, you are taken to the **Shipping (Label) Cart**. This displays the information for any labels you have created. Here you can choose to edit or remove labels from the Shipping Cart. There is also the option to create a **New Label**.

If all the information is correct for your label(s) and you do not need to create any additional labels, select **Pay Now**.

Click-N-Ship®

[Create a Label](#) / [Shipping History](#)



2
Cart

Label Cart (2)

[Remove](#)

	<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Package Services	Price
1 of 2	<input type="checkbox"/>	01/27/2023	Helena Stevens 475 LENFANT PLZ SW WASHINGTON, DC 20260	Priority Mail Flat Rate Envelope		Flat Rate Envelope Insurance Signature Confirmation USPS Tracking Electronic	\$9.65 Free \$3.25 Free
						Total Label Cost	\$12.90
2 of 2	<input type="checkbox"/>	01/24/2023	Catherine Knox 475 LENFANT PLZ SW WASHINGTON, DC 20260	Priority Mail Flat Rate Envelope		Flat Rate Envelope Insurance Registered Mail USPS Tracking Electronic	\$9.65 Free \$15.90 Free
						Total Label Cost	\$25.55

[Remove All](#)
Order Total: **\$38.45**

New Label
▼


Pay Now

Once you select **Pay Now**, you will be taken to the Payment Confirmation screen.

This screen displays:

- Order Number
- Order Total
- Print Label Options
- Save Label Option

Click-N-Ship®

[Create a Label](#) / [Shipping History](#)


Thank you for choosing the United States Postal Service®.

Payment Confirmation

Order Number
81F67A1A-ECFF-44B3-AE79-E655BB9472FD

Order Total
\$30.15 (1 labels)

Print Your Labels

You have until **11:59 PM Central Time of the Ship Date** to print this label.

Standard (8.5 x 11) - Without receipt, two labels per page

Adobe v5 or higher is required to print or save labels.

[Download Adobe Reader >](#)

Print Labels

Save as PDF

	Ship Date	Recipient	Service and Package	Package Details	Label Number
1 of 1	<input type="checkbox"/> 02/03/2023	Jane Doe 475 LENFANT PLZ SW WASHINGTON, DC 20260-0003	Priority Mail Express Standard Packaging	48 oz	3471230109355000001457

Shipping History


The Shipping History tab allows you to view labels that you've created in the past. You can search by date for:

- All labels
- Pending transactions
- Name/Company
- Transaction number or label number, and
- Refund transactions

Depending on your selection in the Search By drop down, you'll have different inputs for your search criteria.

Click-N-Ship®

[Create a Label](#) / [Shipping History](#)



Cart

History

Account

Search by

Search by
 All Labels ▾

Date → 31 days

01/27/2023

📅

Search

Showing Results 1-1 of 1

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

Date	Order	Shipping Address	Service Type	Label	Shipped	Label Delivery	Status	Cost
1	<input type="checkbox"/> 01/23/2023 fda90fb3-1173-44e8-aaba-b9e5c56667eb	Helena Stevens 475 LENFANT PLZ SW WASHINGTON, DC 20260-0004	PM-FRE	9407830109355000000013	No	Not Shipped	Account Charged	\$12.90

Label(s) Total (1): **\$12.90**

Results per page 20 ▾

When you select the label, additional options to choose from for the label selected:

- Track
- Print
- Save as PDF

Showing Results 1-1 of 1

Export

Select labels from the table below by checking the corresponding checkbox for actions to appear. Then choose an action.

1 Labels Selected: Choose an action from the dropdown menu.

Select Action ▾
 Track
 Print
 Save as PDF

Go

Date ▾	Order ▾	Shipping Address ▾	Service Type ▾	Label ▾	Shipped ▾	Label Delivery ▾	Status ▾	Cost ▾
1 <input checked="" type="checkbox"/>	01/23/2023	fda80fb3-1173-44e8-aaba-b9e5c56667eb	Helena Stevens 475 LENFANT PLZ SW WASHINGTON, DC 20260-0004	PM-FRE	9407830109355000000013	No	Not Shipped	Account Charged \$12.90

If you need tracking information for a label, select the Track option. This will take you to the USPS Tracking application on USPS.com. You can also copy and paste the label into our internal Track and Confirm site.

<p>Find USPS Employee Info</p> <p>Phone Directory More Search Options</p> <p>First Name: <input type="text"/> Last Name: <input type="text"/> Go</p> <p>Find ZIP Codes</p> <p>Select Type of Search</p> <p>ZIP+4 Code by Address ▾ Go</p> <p>Find Offices</p> <p>Locate Post Office by Delivery Address</p>	<p>Track & Confirm</p> <p>Select Timeframe</p> <p>Recent Items <input checked="" type="radio"/> Over 45 Days Old <input type="radio"/></p> <p>Enter Item Number <input type="text"/> Go</p> <p>Find Forms</p> <p>Browse By More Forms Options</p> <p>Form Number</p> <p>0-999</p> <p>1000-1999</p> <p>2000-2999</p> <p>3000-3999</p> <p>4000-4999</p> <p>5000-5999</p> <p>6000-6999</p> <p>7000-7999</p> <p>8000-8999</p>
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ARIS Release User Guide

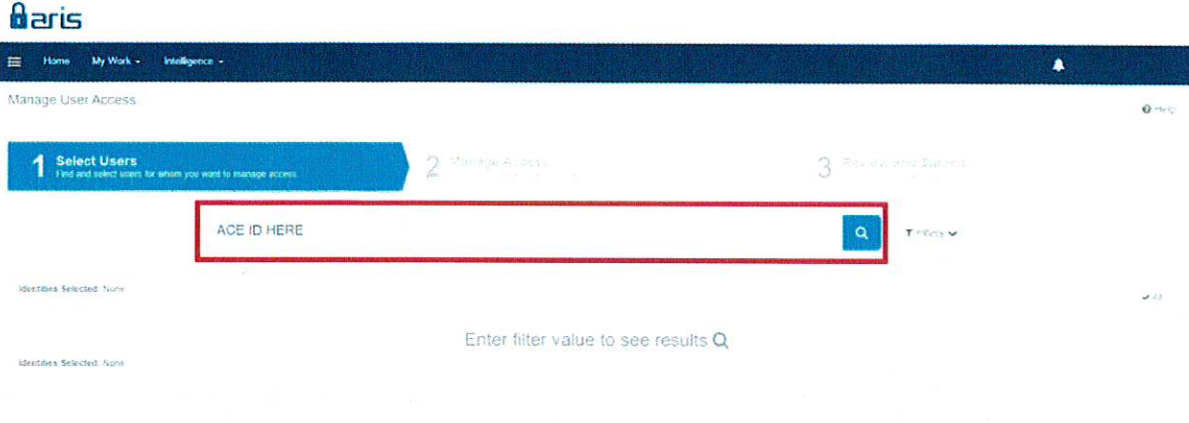


Figure 3.1

3. In the **search bar**, type in your Ace ID. Then click the **magnifying glass** icon to display search results. (Fig 3.1)

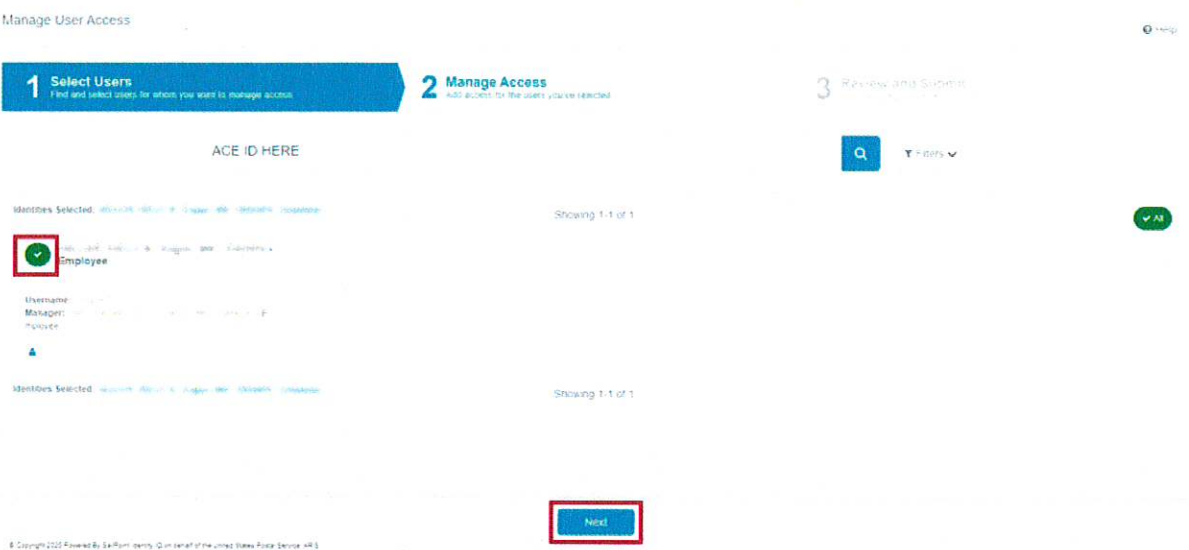


Figure 4.1

4. Click on the **Checkmark Icon** to select your user identity, and then click **Next** (Fig 4.1)

▲ **Note:** The **Checkmark Icon** will turn Green when selected; then the **Next** button will appear.

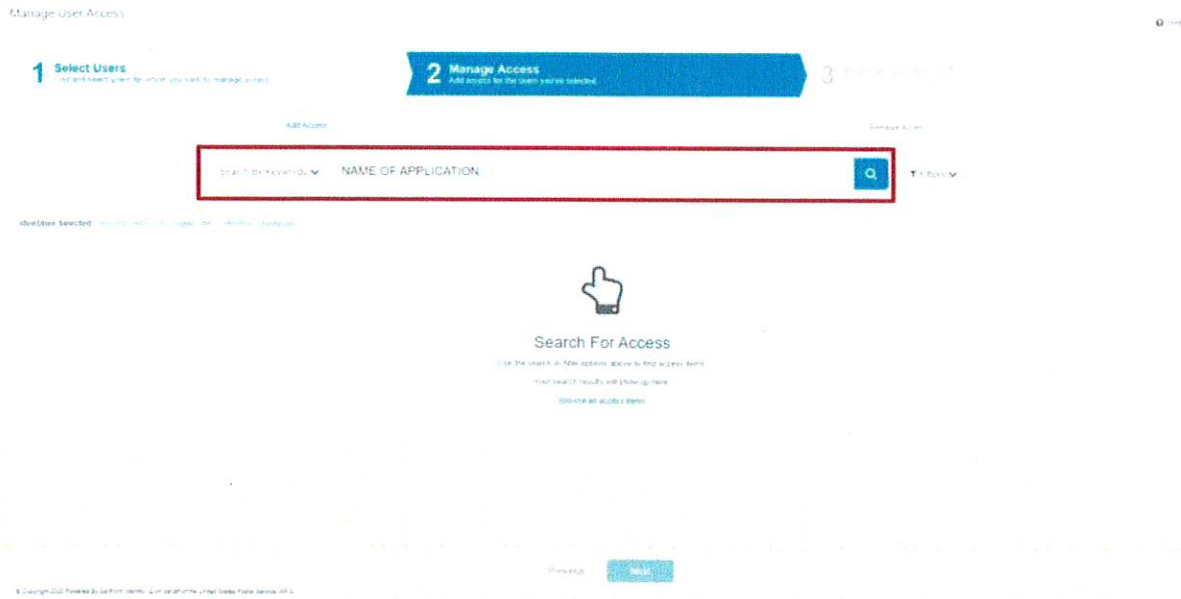


Figure 5.1

5. Type the name of the application in the search bar (**CARP**), then click the magnifying glass icon to display search results. (Fig 5.1)

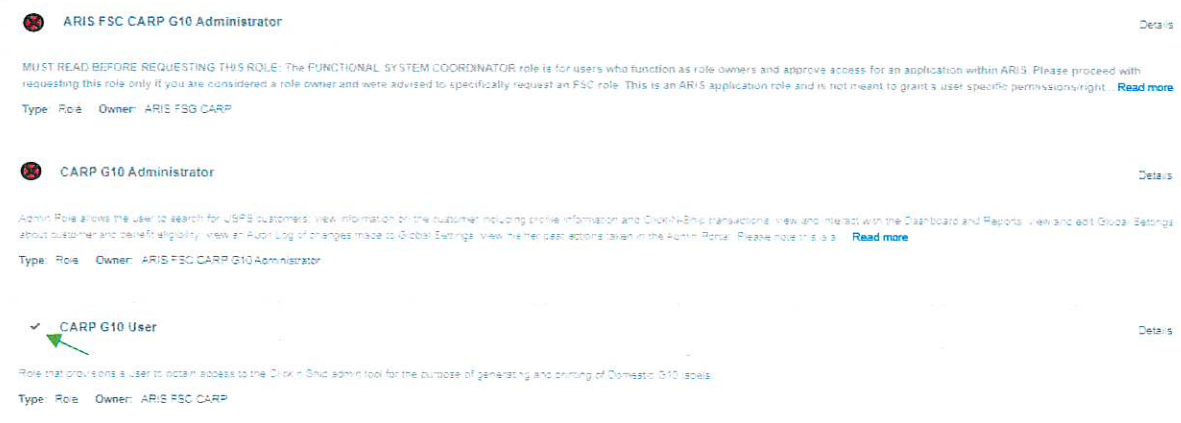


Figure 5.2

6. Click the **checkmark icon** on the correct application access role type (**CARP G10 User**), then click **Next** (Fig 5.2)

Note: A short description of each application role type is listed under the checkmark icon; this can assist you with determine which role to select. If you are still unsure of which role to select, please reach out to your management team for further assistance.

X = Do not select ARIS FSC CARP Administrator or CARP G10 Administrator user roles



Manage User Access

1 Select Users

Find and select users for which you want to manage access

Users Selected: [View Users](#) | [Add Users](#) | [Refresh](#) | [Cancel](#)

Add Access

- ARIS FSC ACE Web Conferencing - Zoom

ARIS FSC ACE Web Conferencing - Zoom: This application is used for web conferencing. It is used for training and collaboration. It is used for... [View Details](#)

Type: [View](#) | [Delete](#) | [Refresh](#) | [Cancel](#)

[Cancel](#) [Apply](#) [Submit](#)

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Figure 6.1

7. Click **Submit** after reviewing your request. (Fig 6.1)