## Printing Postage Through USPS



1) From the USPS homepage, select "Click-N-Ship".

You can also find the "Click-N-Ship" option through the "Send" link on the top toolbar.



2) You will be prompted to enter your username and password.

If you do not have an account, create a new one by selecting "sign up now".

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|--|--------|-----------------|---------------------|-----|
| Step 2: Delivery Address   |        |                 |                     |     |
| Batch Order<br>Ship up to 20 identical packages to multiple addresses. |        |                 |                     |     |
| Use Address Book >   |        |                 |                     |     |
| Addresses will be standardized. ${f O}$                                |        |                 |                     |     |
| "Country   |        |                 |                     |     |
| UNITED STATES  | $\sim$ |                 |                     |     |
| "First Name  | MI     | 'Last Name      |                     |     |
| First  |        | Last            |                     |     |
| Company (Only required if first and last names are not provided.)      |        |                 |                     |     |
|  |        |                 |                     |     |
| 'Street Address  |        | Apt/Suite/Other |                     |     |
| 1City  |        | "State "7IP.    | Conte <sup>14</sup> |     |
|  |        | Select V        |                     | To  |
|  |        |                 |                     |     |

3) Once you are logged in to the system, enter in the return address and where the package should be sent to.

The return address will be: Garmenta Apparel 110 E Whisperwood Circle Hendersonville, NC 28791

| Step 3: Shipping Date  |     |  |
|--|-----|--|
| "Shipping Date. Choose a date up to 3 days from today.       |     |  |
| 12/13/2020   |     |  |
|  |     |  |
|  |     |  |
| Step 4: Package Details                                      |     |  |
|  |     |  |
| *How do you want to ship?                                    |     |  |
| Ship Flat Rate.  |     |  |
| Use USPS* packaging to ship anywhere in the U.S. up to 70 ii | 55. |  |
| O Ship by Package Weight.                                    |     |  |
| Enter a value of zero or higher for pounds and ounces.       |     |  |
| 0 Ibs 0 oz   |     |  |
|  |     |  |
| What if I don't know my package weight? (                    |     |  |
|  |     |  |
| Package Value  |     |  |
| Enter a value up to and including \$5,000.00.                |     |  |
|  |     |  |
|  |     |  |
|  |     |  |
|  |     |  |
|  |     |  |

Scheduled Delivery

December 18, 2020 // 3-Day Delivery December 18, 2020 // 3-Day Delivery

December 18, 2020 // 3-Day Delivery View as: List 🗮 Grid

Price 🗘

\$8.30

\$15.05

\*Expires on Month

∨ Year

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Step 5: Service Type Selecting a Priority Mail<sup>®</sup> Flat Rate product or a USPS<sup>®</sup> provided packaping

Package Type 🗘

Priority Mail® Small Flat Rate Box

Priority Mail®
Flat Rate Envelope

Enter New Card Informatio

Prices are based on shipping a Flat Rate package from ZIP Code<sup>10</sup> 07030-6070 to 28791 on 12/13/2 Select a Service: Priority Mall® Priority Mail Express® First-Class Package - Retail® 4) Enter in your package details. I recommend flat rate options, as click and ship doesn't give much of a discount with actual weight and dimensions.

5) Select your service type that best describes your packaging and a rate that fits your budget.

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|          | Priority Mail®     Padded Flat Rate Envelope     9-V2" x 12-V2"                              |   | December 18, 2020 // 3-Day<br>Delivery  | \$8.40   |                  |
|----------|--|---|---|--|------------------|
|          | Priority Mail®<br>Large Flat Rate Box<br>23-11/10/2 x11-34/1 x 31<br>12 34/1 x 12 1/4/1 x 81 |   | December 18, 2020 // 3-Day<br>Delivery  | \$21.10  | Тор              |
|          |  | -   |   |  |                  |
|          |  |   |   |  |                  |
|          |  |   |   |  |                  |
|          |  |   |   |  |                  |
| ••• <> 🗉 |  |   | ≅ pay.usps.com  | Č  | 00+              |
| ≥USPS.C  | COM°   |   |   |  |                  |
| Click    | -N-Ship  |   |   |  |                  |
|          | Once you've completed your t<br>My Profile   | ransaction, an email confi                                      | rmation will be sent to you at your   | profile email address betsy@garmentaapp  | parel.com Edit   |
|          | Billing Information  |   |   |  |                  |
|          | ORDER TOTAL<br>\$7.75  |   |   |  |                  |
|          | 'indicates a required field  |   |   |  |                  |
|          | Paying with a credit card or PayPal<br>the payment method you choose, y                      | Is safe and easy. All the inf<br>you may also be subject to the | ormation is encrypted and transmitted s<br>e Privacy Policy and Terms and Conditi | ecurely. For more details, see our Privacy Polic<br>ons of the associated company. | xy. Depending on |
|          | Use a Credit Card  | 🚟 👥 VISA P  | SCOVER  |  |                  |

6) Enter in your billing information. There is even a Paypal option the further down you scroll.



7) Once payment is processed, select "print labels without reciept".(Be sure to scroll down to select your label.)From here you can select "Save as

PDF" or "Print label". If you select PDF, this will automatically place the PDF in the location on your computer that you have specifed for downloads.



8) If you select "Print" you still have the option to save as a PDF.

Look for the tiny dropdown box that says "PDF

Click on the drawer and select "save as PDF".

|   |  | cns.usps.com                                  | C           | 0                  |
|---|--|---|-------------|--------------------|
| O Print labels with rece  | Save As:                                 | USPS.com <sup>®</sup> - Print Shipping Labels |             |                    |
| Print labels without re   | Tags:                                    |   |             |                    |
| O Print labels later at the   |  | Desktop 0                                     | Q. Search   |                    |
| Adobe <sup>®</sup> Reader <sup>®</sup> v5 or hig<br>Download Adobe <sup>®</sup> Rea | Favorites                                | *B  |             |                    |
| Print Labels  | Desktop                                  |   |             |                    |
|   | Cloud Drive                              |   |             |                    |
| V Shippir   | Locations                                |   |             | Label Number       |
| ✓ 1 of 1 REBECC   | Title: USPS.com® - Print Shipping Labels |   |             | 503699300189658862 |
|   | Author: Betsy<br>Subject:                |   |             |                    |
| You have 1 label that is e  | Keywords:<br>Security Options            |   |             |                    |
| Schedule a Picku  | New Folder                               |   | Cancel Save | Another Label      |
|   |  |   |             |                    |

9) From here, a window will open, asking where you would like to save your label.

10) Once you have your PDF shipping label, email it to us.

## Thank you for your help with this!