

USPS Click-N-Send Procedures

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Go to: <https://www.usps.com/>

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1. Click on Send > Click-N-Ship

For Label #1

1. Step 1: Return info will be pre-populated with our address
2. Step 2: Enter patient address - do not send notification via email leave that blank.
3. Step 3: Select Ship date of today
4. Step 4: Select "Ship by Package Weight" and enter 1lb
5. Check the box "This package has a dimension measuring over 12" and enter the dimensions 9"x13"x1"
6. Package value is \$0
7. Step 5: Service Type is "Priority" then click "Select Service and Packaging"
8. Select Priority Mail click "Choose Your Own Box" which is typically the very first option.
9. Scroll all the way to the bottom and click "Add to Cart"
10. Click "Billing Information" then check the box authorizing payment and select credit card
11. CVV number is: 138

For Label #2

1. Step 1: Enter patient address - do not send notification via email leave that blank.
2. Step 2: Enter our return address- it may auto populate once you start typing.
3. Step 3: Select Ship date of as far off as you can make it (typically 4 days is what it seems to give us).
4. Step 4: Select "Ship by Package Weight" and enter 2lb
5. Check the box "This package has a dimension measuring over 12" and enter the dimensions 9"x13"x1"
6. Package value is \$0
7. Step 5: Service Type is "Priority" then click "Select Service and Packaging"
8. Select Priority Mail click "Choose Your Own Box" which is typically the very first option.
9. Scroll all the way to the bottom and click "Add to Cart"
10. Click "Billing Information" then check the box authorizing payment and select credit card
11. CVV number is: 138

Packaging and Sending

1. Print both labels WITH RECEIPT
2. Cut the receipt off the printed label and put in Jill's folder
3. Tape each label to an envelope (Label one does not need to be on a bubble envelope but label 2 does)
4. Include a note that reminds the patient to turn off the diary and clarifies what you need returned. I.E., "Please remember to turn off the diary and return it, the power cord, and the Tylenol in the envelope included."
5. Fold the bubble wrapped envelope with Label 2 affixed to it inside the envelope with Label 1. Seal and close and take to the post office or UPS store.