

# USPS Account Integration

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## Overview

This article provides information on configuring **Endicia ELS** (Endicia Label Server) and the **DaZzle** application, signing up for a new Endicia account, using Endicia Pay-on-Use return labels, and integrating Globegistics. Shipbridge can print USPS postage through Endicia's ELS or through DaZzle, Endicia's desktop application. Endicia requires two separate accounts for customers who need to operate with both DaZzle and ELS.

## DaZzle

DaZzle is one of the most popular programs used to print postage for USPS shipments. Shipbridge offers a full integration with DaZzle that gives users the freedom to take full advantage of DaZzle's label layout files and other helpful features. This way, there is no need to manually open DaZzle and print or modify the shipping labels. Unless you need DaZzle's features, we recommend using ELS. Communicating directly with ELS allows you to void labels from Shipbridge by unshipping the order. Additionally, adding another layer of software may increase the risk of malfunction.

Settings pertaining to USPS are located in the **Options** menu. Learn more about setting up DAZzle [here](#).

## Endicia Label Server

Endicia ELS allows customers to print postage from within the Sellercloud application without having to install and configure other desktop shipping applications. There are two types of Endicia ELS (Endicia Label Server) accounts:

1. **Basic** – Allows printing of all service type labels but does NOT support End-of-Day scan form printing.
2. **Advanced** – Allows printing of all service type labels and DOES support End-of-Day form printing.

Endicia ELS account	Basic	Advanced
Service type labels printing	+	+
End-of-day scan form printing	-	+

## I have an Endicia Account

There are two ways to sign up for your Endicia account: via Endicia itself and through Shipbridge.

Sign up for Endicia's Label Server (ELS) using this [link](#) to automatically connect your Endicia account to your Sellercloud account. This helps expedite support on customer service calls.

If you sign up for an Endicia account via Shipbridge, you will be eligible for special pricing.

## I Don't Have an Endicia Account

If registering for a new Endicia account through Shipbridge, there is an option to utilize Sellercloud's Discounted Rates (instructions available below). The discount available through this program increases as more users enroll. Existing Endicia accounts cannot be added to the program. It cannot be used in conjunction with other negotiated or discounted rates.

ELS account holders who generate high-volume priority shipments (approx. 5k/mo) should expect to have their monthly fees waived.

## Sign Up for a New Endicia Account

If you do not have an Endicia account but would like to ship through USPS in Shipbridge, you can sign up for a new Endicia account directly through Shipbridge by following these steps:

1. In Shipbridge, go to **Menu > Options > Carriers > USPS**.
2. Select the **Use Endicia Label Server** option. All Endicia-related settings will become available on the page.

The screenshot shows the 'Options' window in Shipbridge, specifically the 'Carriers' tab and the 'USPS' sub-tab. The 'Use Endicia Label Server' radio button is selected and highlighted with a blue box and arrow. The Endicia logo is visible. Below are fields for Endicia Account ID, PassPhrase, and Web Password, along with buttons for 'Change Pass Phrase', 'Buy postage', and 'Test Credentials'. There are also checkboxes for various shipping options and a 'Run Configuration Wizard' button at the bottom.

3. Select the link **To sign up for an Endicia API account with Shipbridge, click here**. This will open a new window.

**Endicia: Account sign up**

Please fill out the following form in order to sign up for Endicia Label Server. The fields in *italics* are optional.

<p><b>General</b></p> <p><i>Company:</i> <input type="text"/></p> <p>First name: <input type="text"/></p> <p><i>Middle initial:</i> <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>E-mail address: <input type="text"/></p> <p>Phone #: <input type="text"/></p> <p><i>Phone # ext.:</i> <input type="text"/></p> <p><i>Fax #:</i> <input type="text"/></p>	<p><b>Physical address</b></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>ZIP code: <input type="text"/></p>
<p><b>Web</b></p> <p>Web password: <input type="text"/></p> <p>PassPhrase: <input type="text"/></p> <p>Challenge question: <input type="text"/></p> <p>Challenge answer: <input type="text"/></p>	<p><b>Mailing address</b> <input type="checkbox"/> Same as physical address</p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>ZIP code: <input type="text"/></p>
<p>Payment type: <input checked="" type="radio"/> Credit Card <input type="radio"/> Checking Account    Billing Type: <input type="text" value="Basic Account"/></p>	
<p><b>Credit card</b></p> <p>Credit card number: <input type="text"/></p> <p>Credit card type: <input type="text"/></p> <p>Expiration date: <input type="text"/> <input type="text"/></p> <p>CWV: <input type="text"/></p>	<p><b>Address:</b> <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>ZIP/Postal code: <input type="text"/></p>
<p><b>Checking account</b></p> <p>Account number: <input type="text"/></p> <p>Routing number: <input type="text"/></p>	<p><b>Retail Contract IDs</b></p> <p><input checked="" type="radio"/> Use SellerCloud's Discounted Rates</p> <p><input type="radio"/> Use Custom Rates</p>

I certify that all information provided above is accurate and truthful. I also certify that I have read and understood the [United States Postal Service Privacy Act Statement](#), [PC Postage Privacy Principles](#), [Endicia Terms and Conditions](#), [USPS Policy Regarding Shortpaid and Unpaid Postage](#).

- In this window, fill out information including company, credentials, and credit card information.
- By default, the setting **Use Sellercloud's Discounted Rates** will be selected. This will give you more affordable rates than the standard USPS rates. However, if you have custom rates already negotiated with Endicia, you can select the option **Use Custom Rates**, and enter the information there that they have provided you.

Once this is completed, the credentials should auto-populate into the settings page in Shipbridge.

## Use PO Zipcode Override

The **Mailed From ZIP (Induction ZIP)** on a USPS shipping label is the ZIP code of the facility where a package physically enters the USPS mail stream. By default, it is automatically set to the closest USPS facility to your official address. However, if you regularly drop off packages at a specific post office that differs from your official address, you may be required to change it and use that ZIP code instead when printing labels.

If the **Mailed From ZIP** on the label doesn't match the actual drop-off location, USPS might reroute packages unnecessarily, causing delays.

Shipbridge allows you to change the **Mailed From ZIP** on your labels by using the **PO Zipcode Override** setting in **Menu > Options > Carriers > USPS**. This can help prevent unnecessary rerouting and delays. It also ensures the correct post office gets credit for processing. However, it's always good to double-check with your local USPS office to confirm the best practice for your situation.

## Endicia Pay-on-Use Return Label

Many customers prefer having a return label included in their package for an easy return process. Endicia's [Pay-on-Use Return Labels](#) allow you to print and provide such labels for your shipments without prepaying for postage. This means that you will not be charged unless they are used. **Pay-on-Use** must be enabled in your Endicia account.

Shipbridge supports Endicia's Pay-on-Use Return Labels to auto-print return labels when printing U.S. Postage via Endicia Label Server. If Endicia Parcel Insurance has been purchased for the outbound label, it will automatically be purchased for the return label.

Pay-on-Use is supported for the following services:

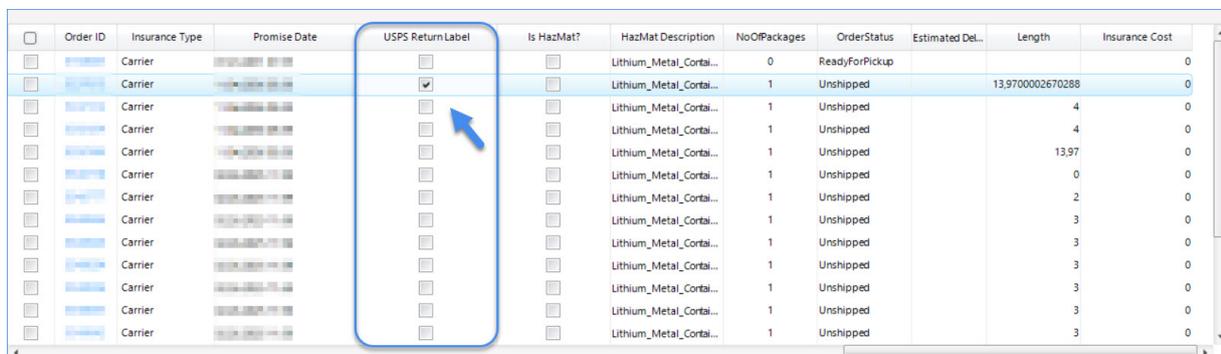
- Priority Mail Express
- Priority Mail
- Parcel Select
- Ground Advantage (formerly First-Class Package Service)

And for the following package rates:

- Weight and Zone
- Flat Rate Box or Envelope
- Regional Rate Box
- Cubic Volume (if qualified)

The return label mirrors the outbound label, so it will only print when the outbound label is for the above services.

1. Navigate to **Menu > Options > Carriers > USPS > Endicia Label Server**.
2. Check the **Enable Pay-On-Use Return Labels** box and click **Save**.
3. In the Orders Grid, a new column called **USPS Return Labels** will become available. Check the boxes in that column for the orders you want to print return labels.
4. When printing labels, the return label will also print out.



<input type="checkbox"/>	Order ID	Insurance Type	Promise Date	USPS Return Label	Is HazMat?	HazMat Description	NoOfPackages	OrderStatus	Estimated Del..	Length	Insurance Cost
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	0	ReadyForPickup			0
<input type="checkbox"/>		Carrier		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		13.9700002670288	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		4	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		4	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		13.97	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		0	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		2	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0
<input type="checkbox"/>		Carrier		<input type="checkbox"/>	<input type="checkbox"/>	Lithium_Metal_Contai...	1	Unshipped		3	0

Your Endicia account will only be charged when the label is actually used for the return.

## Globegistics

[Globegistics](#) is a shipping consolidator that integrates with Endicia to offer Endica ELS users international shipping services. After setting up Globgistics on their ELS account, Shipbridge users can print Globegistics labels directly from the software.

[Globegistics Labels](#)

[Set up Globegistics](#)

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