

## **Instructions for setting up your USPS account for UA shipping supplies**

- 1. Google USPS.com**
- 2. Top right hand corner of the main page, click Register / Sign In-**
- 3. A window will open; Create Your USPS.com Account \* pick user name or use email address as user name**
- 4. Enter Security Information**
- 5. Account type is Business account**
- 6. Search your account by address or zip code. Choose address add clinic name and address that the supplies will be shipped to be sure to enter any suite # if needed.**
- 7. Once your account is established go back to the home page using the search engine type in postal store**
- 8. Click on the postal store tab, this will open up to shipping supplies, click on free shipping supplies and it will take you to all supplies that are free of charge and will be shipped directly to you.**
- 9. Attached you will find the desired box sizes and padded envelopes to place the UA specimen's in for shipping.**
- 10. Probation will continue to supply the shipping labels prepaid for your convenience.**

**Should you have any questions please feel free to contact Wendy Gingell at 312-408-7797 or email [wendy\\_gingell@ilnp.uscourts.gov](mailto:wendy_gingell@ilnp.uscourts.gov)**

# Ordering shipping supplies through USPS

USPS.COM



See boxes and envelope sizes attached below Located under free shipping supplies in the postal store



Priority Mail Tyvek Envelope  
11-5/8" x 15-1/8"

\$0.00



Priority Mail Padded Flat Rate Envelope  
9-1/2" x 12-1/2"  
\$0.00



Priority Mail Regional Rate Box - B1  
12" x 10-1/4" x 5"  
\$0.00



Priority Mail Regional Rate Box - A1  
10" x 7" x 4-3/4"  
\$0.00