



**5.** Enter in the recipient's address and other information

Where are you sending to?

To Address

Country: UNITED STATES

\* First and Last Name and/or Company Name

\* First Name M.I. \* Last Name

Company

\* Street Address

Apt / Suite / Other

\* City

\* State ZIP Code™

SELECT ONE

**7.** Then select a service type, remember- the more you spend, the faster your parcel will be delivered.

\* Choose a Service Type

Priority Mail®

Priority Mail®

Priority Mail Express™

Please enter the following to view available service options and prices.

Return Address

Delivery Address

Package Details

Package Value

Shipping Date

View available Services and Prices

**3.** Sign into your already existing account, or sign up for one

Sign In To Your Account

Already have an account?  
Enter Your Username and Password

\* Username

\* Password

Sign In

Forgot your username? | Forgot your password?

New to USPS.com?  
Create a USPS.com Account to...

- print shipping labels.
- request a Package Pickup.
- buy stamps and shop.
- manage PO boxes.
- print custom forms online.
- file domestic claims.
- set a preferred language.

Sign Up Now

**6.** Enter your package's details like weight\* & size

I am Shipping Flat Rate  
If it fits, it ships® anywhere in the U.S. up to 70 lbs.

Enter Package Weight

What if I don't know my package weight? ⓘ

lbs oz

...or select the type of flat rate packaging you're using

**8.** Add any extra services that need, like insurance or signature confirmation...

Signature Services

None

Signature Confirmation™ ⓘ \$2.55

Signature Confirmation™ Restricted Delivery ⓘ \$7.60

Adult Signature Required ⓘ \$6.10

Adult Signature Restricted Delivery ⓘ \$6.35

**4.** Verify your address\*

Where are you sending from?

Return Address

Amanda A Bales  
WESTERN OREGON UNIVERSITY  
345 MONMOUTH AVE N  
BUSINESS OFFICE  
MONMOUTH, OR 97361-1329  
balesa@vwu.edu  
5038388383

*\*Don't know what your shipment weighs and don't have access to a scale? Look on the back of this brochure for an easy to use weight reference using common household items!*

**\*IMPORTANT:** Your return address needs to be the same as the billing address that is associated with your payment method- if they are different, they might not be processed!

**9.** ...and you're basically done! Just pay on the next screen, follow the prompts to print your postage label out and tape it to your shipment.

## REASONS TO SHIP THROUGH THE POST OFFICE-



- \* It's the only courier that delivers to PO Boxes
- \* Free Saturday delivery
- \* No surcharge for home delivery (as opposed to business delivery)
- \* Flat Rate shipping is an affordable way to send packages to far away locations (especially Hawaii & Alaska)

## What do I do when my shipment is ready to mail?

Once your shipment is ready to go, you have a couple options for getting it mailed:

- 1 Bring your parcel to **Mail Services** in ITC 111 by 3pm Monday - Friday and we will take it to the Post Office for you
- 2 You can take your parcel directly to the **Monmouth Post Office** located at 437 Clay St E (behind the plaza with Little Caesar's)
- 3 If you live in the Residence Halls, you can take your outgoing mail to the **Residential Service Center** front desk for delivery

## EASY WEIGHT REFERENCES

 <p>1 ounce a single pen</p>	 <p>2 ounces 12 sheets of printer paper</p>
 <p>7 ounces a smartphone and case</p>	 <p>12 ounces a regular, empty coffee mug</p>
 <p>1 pound a pair of tennis shoes</p>	 <p>5 pounds a laptop (no more than 3 years old)</p>
 <p>8 pounds a gallon of milk</p>	 <p>10 pounds most gaming consoles</p>

Questions? Comments? Flattering observations about my hair? Here's my contact information:

Amanda Bales, PICM  
*(person in charge of mail)*  
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balesa@wou.edu  
www.wou.edu/mail



# How to ship a package through the

# US POST OFFICE

