How To Ship From WU Remotely

***Did you receive a package notification while you were away? These instructions will help you get your package where it needs to go.***

***Initial contact with WU Mail Center Staff is required in order to complete the desired task.***

***These instructions are offered as a courtesy through the WU Mail Center.***

***All prices and options chosen by you are chosen through USPS. Willamette University and the Willamette University Mail Center are only responsible for application of label to package and delivery of labeled items to the Post Office.***

***Always ship on a weekday if possible. This will ensure results with the most accurate time estimate.***

First contact the Mail Center via email ([mailcenter@willamette.edu](mailto:mailcenter@willamette.edu)) or phone (503-375-5472). At this point you will let the WU Mail Center know that you intend to ship the specified package from WU to another address while paying from a home or any other remote location.

We will then email you the weight and dimensions.

Getting Started on USPS.com:

Signing up and starting an account on USPS.com is easy and free.

Go to USPS.com. Click the “sign up/login” option at the top right corner. Choose the “Sign up now” option on the right and fill out all the appropriate information.

Great! Now you have a USPS profile and you can ship online!

Shipping:

Go to USPS.com home page and log in. Click on the “Mail and ship” option, then click on the

“Click n ship” option.

Return Address: Always make sure the return address reflects the address you would like the package to go if it is undeliverable.

Fill out recipient information. This is where you are sending the package.

Choose a shipping date. Weekdays always work best.

**Remember: You'll have until 11:59 PM Central Time of the Ship Date to print these labels.**

Enter package details.

Don't click “I’m shipping flat rate” unless you are shipping in a flat rate envelope or box.

Enter the weight of the package that was sent to you by the Mail Center.

Enter dimensions if the Mail Center sent you that info. Otherwise, skip it.

Enter package value. Use the best estimate for the value of the item.

Select a service type. .You will have 2 options: Priority, and Priority Mail Express

You will most likely want to choose the priority mail option. Priority Mail Express may get the item there quicker, but can cost quite a bit more.

Click on “Next: Select a Service”

Choose “Priority Mail (choose your own box)” option

Don't chose flat rate options unless you are shipping in a flat rate envelope or box

Signature Confirmation option is available but not reliable.

Click “Add to cart”

Double check and make sure all information is accurate. Click “Next: Billing Information”

Fill out payment information

Click the “Pay and Print” button

***IMPORTANT: ALWAYS “CLICK SAVE AS PDF!” That way you can email the label PDF to the Mail Center. Once you leave USPS.com you cannot reaccess the PDF through your USPS profile.***

Information of shipment including confirmation number, tracking number will be saved in your USPS profile.***The PDF of the shipping label will not.***

You are now done with the USPS.com portion of this shipment!

Email saved PDF as an attachment to [mailcenter@willamette.edu](mailto:mailcenter@willamette.edu)

We will print this label and attach it to the item. Then we will then send it on it’s way.

Now you are all set. Please take note of estimated waiting time. This will likely be printed on the label in a phrase such as “Priority Mail 2 Day.”

If you have any other questions please contact the Willamette University Mail Center at [mailcenter@willamette.edu](mailto:mailcenter@willamette.edu) or click on the support link on the USPS website.