How To Organize Shipping From Your Home

If you would like to do all of your shipping from the comfort of your home, here are instructions on how to use the USPS.com website to order Priority shipping boxes, purchase postage, print labels, and how to request a pickup from your mail carrier.

***Please be sure to fill out your Product Donation Form and follow instructions on printing and placing your Barcode Labels.**

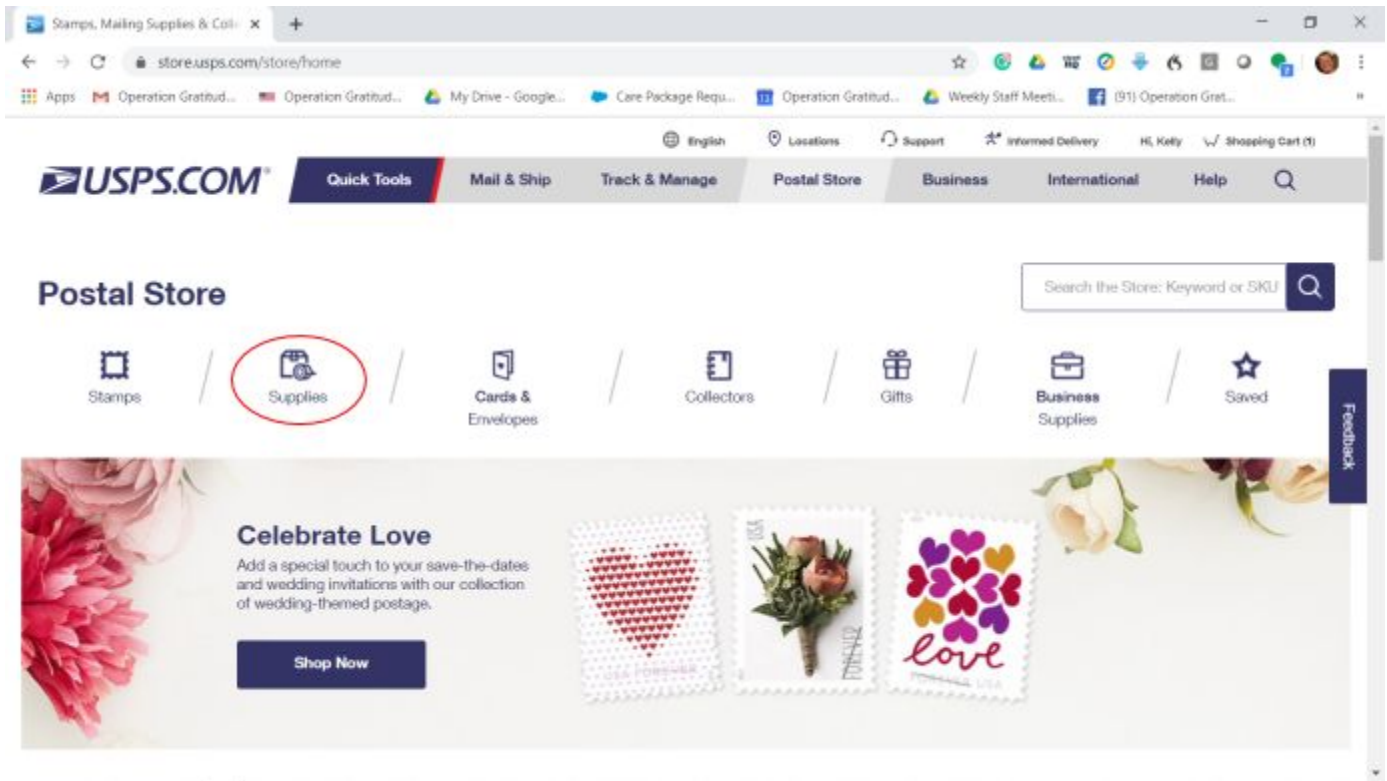Begin by creating an account on the USPS.com website.

Once you are logged in, you can order Priority boxes, postage, and request a pickup.
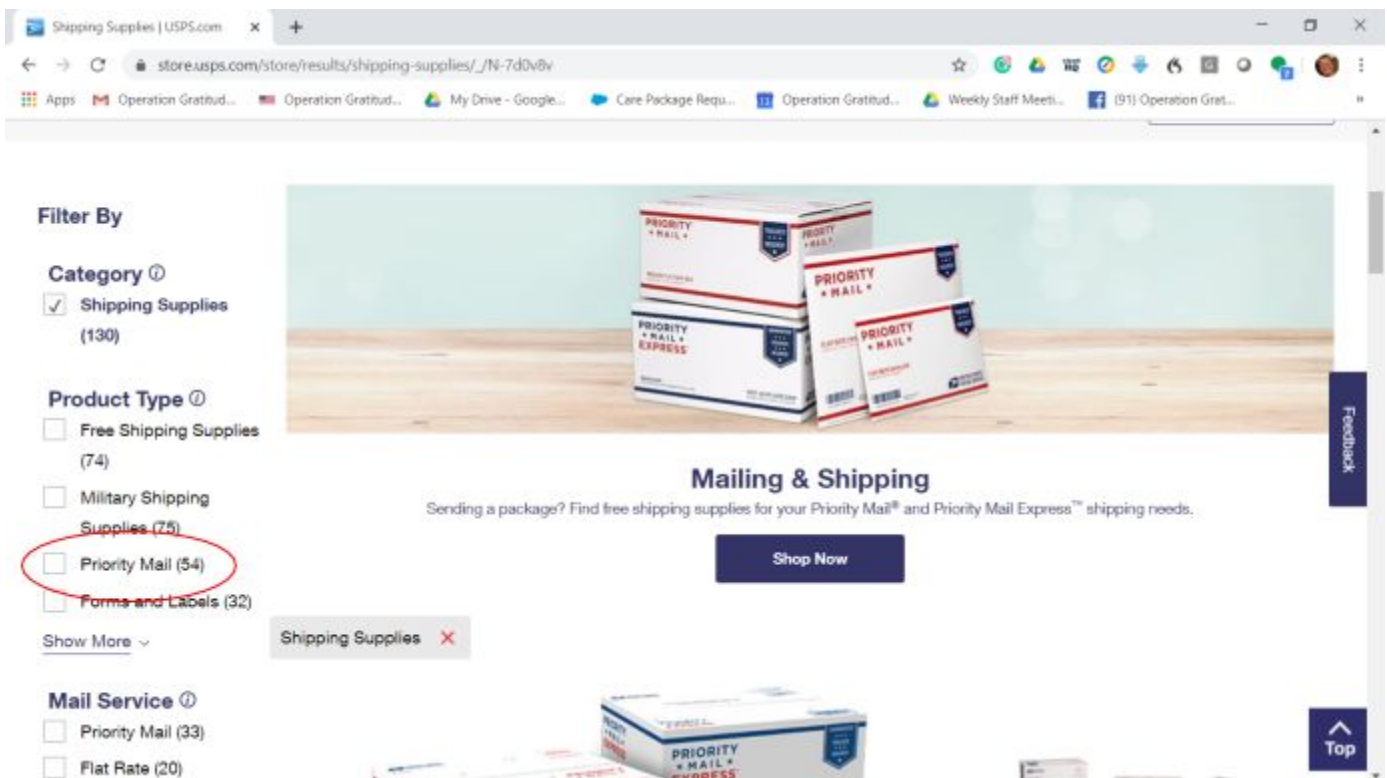
Ordering boxes:

1. Go to the main page and hover your pointer over "Mail & Ship." A drop-down menu will appear and click on "Stamps & Supplies."
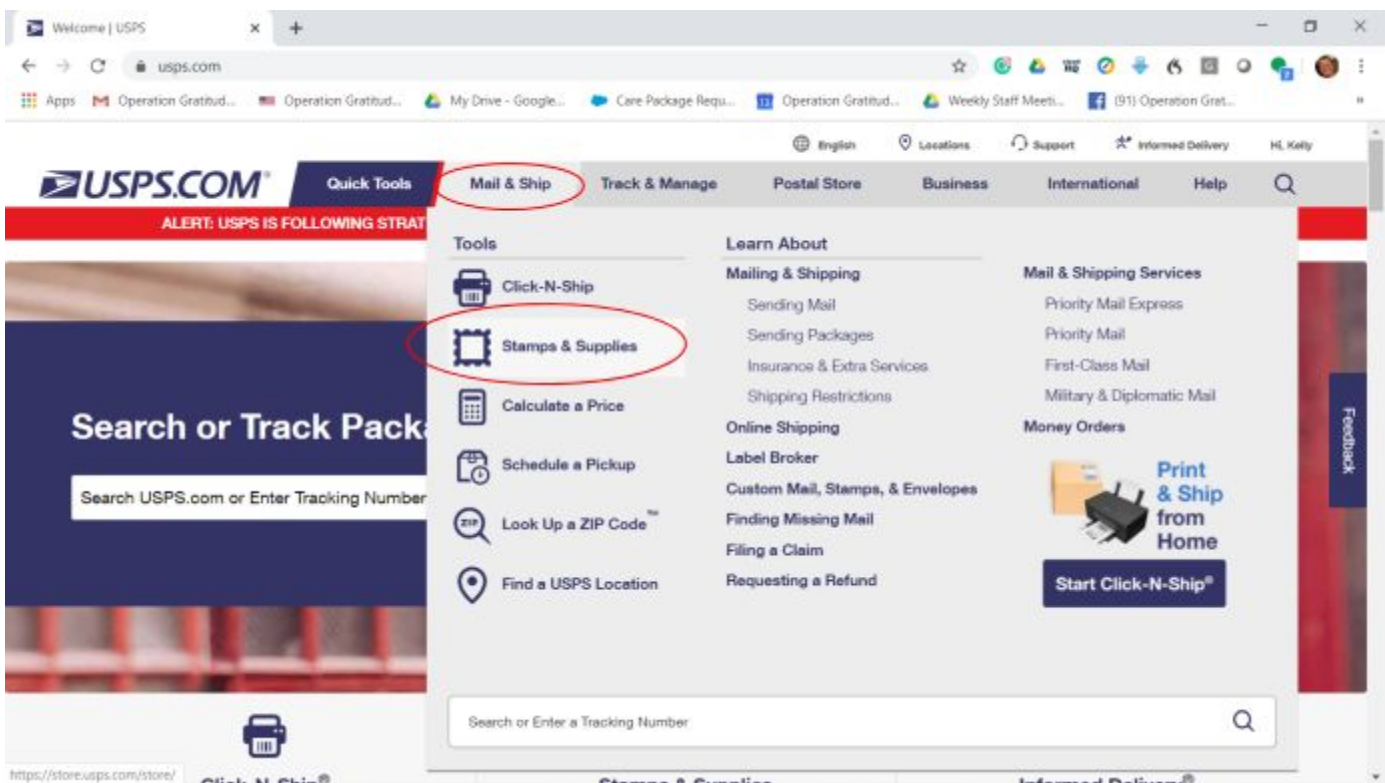
2. Click on "Supplies" at the top of the page.

3. Click on "Priority Mail" and choose the size and number of boxes you need.

Tip: To lower the number of boxes needed, and save on postage, we suggest that you place your soft items in a vacuum bag to remove all of the excess air. You do not have to buy special vacuum bags, instead, you can put your items in kitchen size trash bags and insert your vacuum hose into the bag. Turn on your vacuum to remove the air, twist the bag, and tie it off to retain the vacuum.

4. Once you have selected your boxes, click on the "Shopping Cart" at the top of the page and fill out your shipping information. These supplies are free, but please don't order more than you actually need.
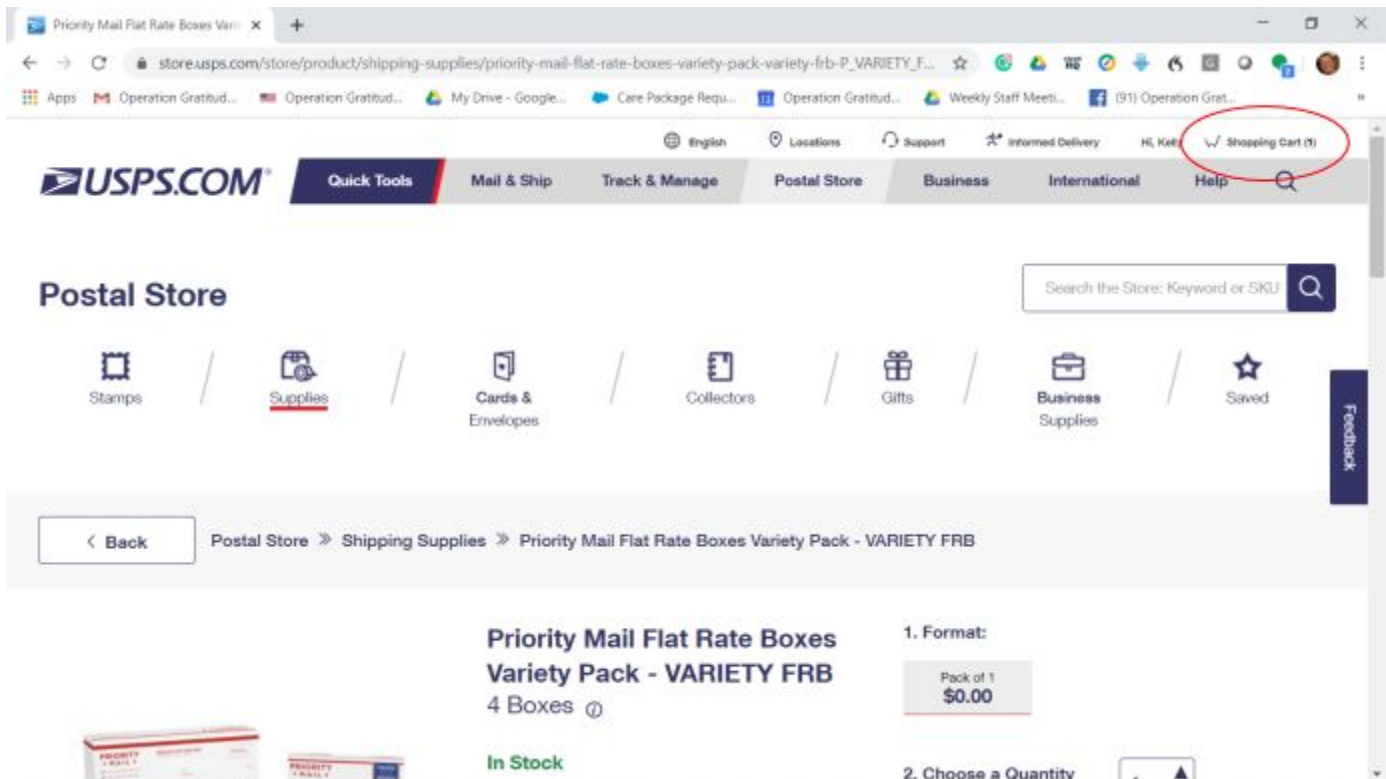
The boxes usually arrive within a few days, and now you're ready to start the next step by printing your postage.

Printing postage

Just as you did when you ordered your boxes, sign in and start at the main page.

1. At the top, place your pointer over "Mail & Ship", and then click "Click-N-Ship."
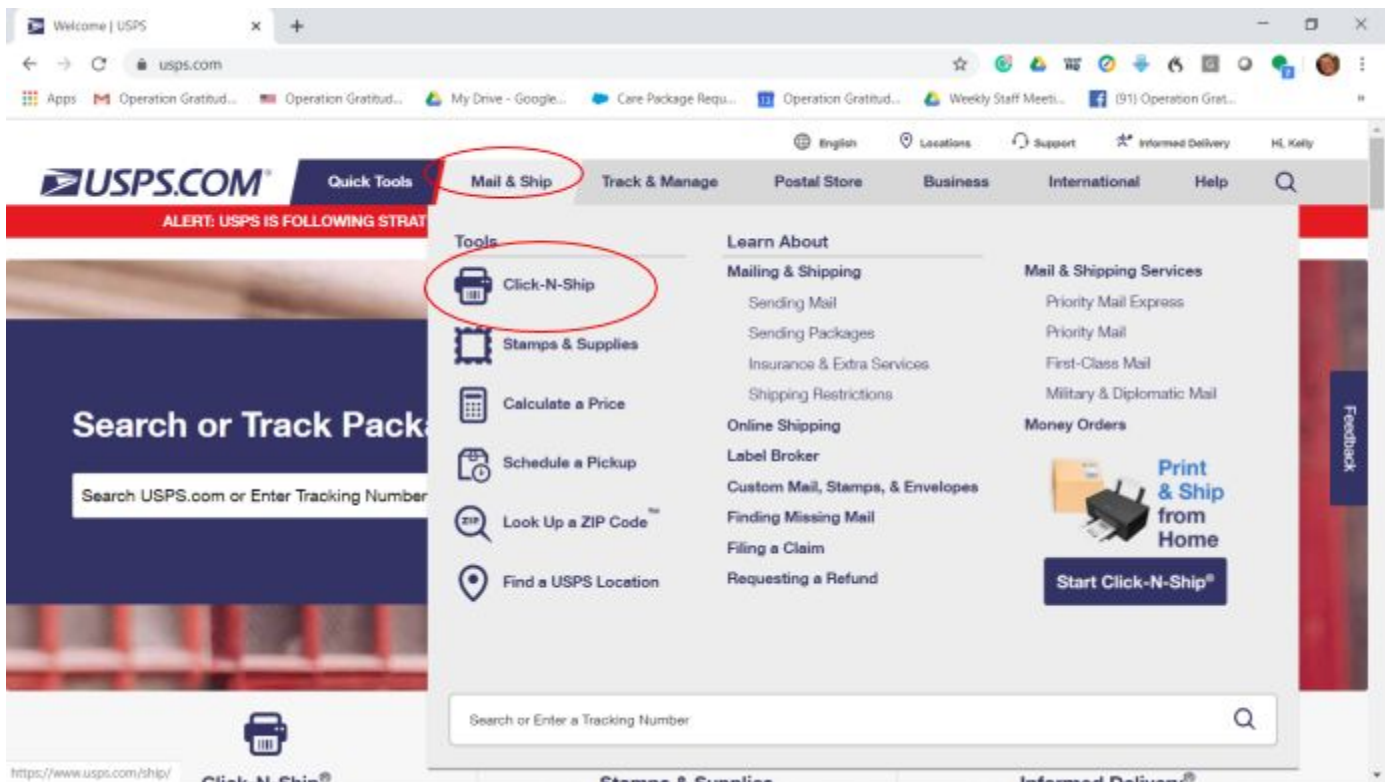
2. Fill out the form with your address first and then our address under "Where are you sending your package."

Our Address is:

Operation Gratitude
9409 Owensmouth
Chatsworth CA 91311

Tip: Be sure you save our address to your address book so that you don't have to retype the information each time you create a label.

3. Select your package details, by clicking on "I am shipping Flat Rate." Next, you'll also need to estimate the value of the contents of the box. **Please note that anything under $100 is free.** Finally, you'll need to "Choose a Service Type," and in this case, you will select Priority Mail.

4. Once you have completed the above steps, scroll down and click "Next: Select a Service."

5. Select the type of box/envelope you are sending.

Once selected, scroll to the bottom of the page and click "add to cart."

6. On the next screen, you will see an overview of your request. If everything is correct, click the button "Next: Billing Information." If you have more than one label to print, click "Create Another Label" and repeat the steps you just did.

7. This will take you to the next page where you will enter your payment information. Be sure to mark the box agreeing to their terms and then click "Pay and Print."

8. Once you click "Pay and Print," the next screen will be your print screen. Choose to print the label with a receipt and you can keep it for your records. Click "Print Labels."

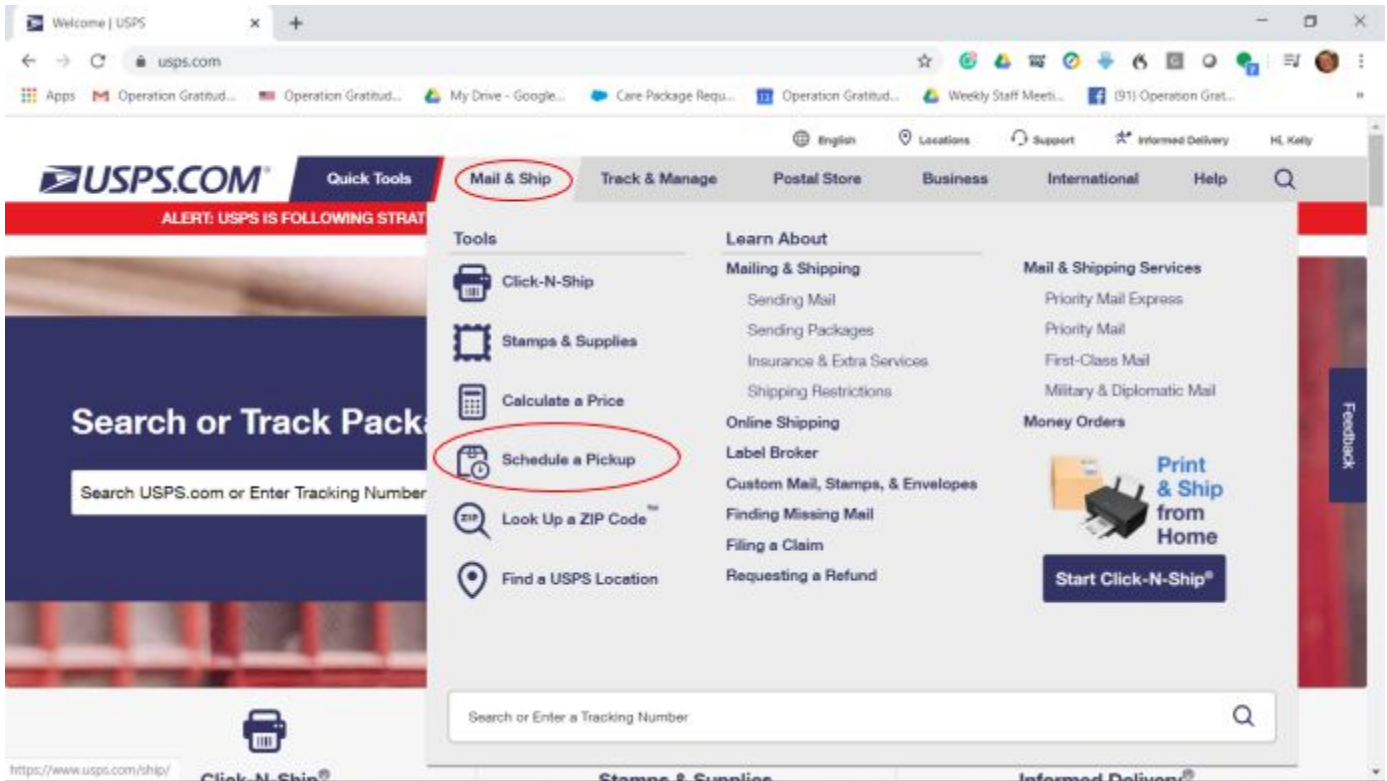9. The final screen will show what your label will look like. Be sure your printer is on, has paper, and click "Print."
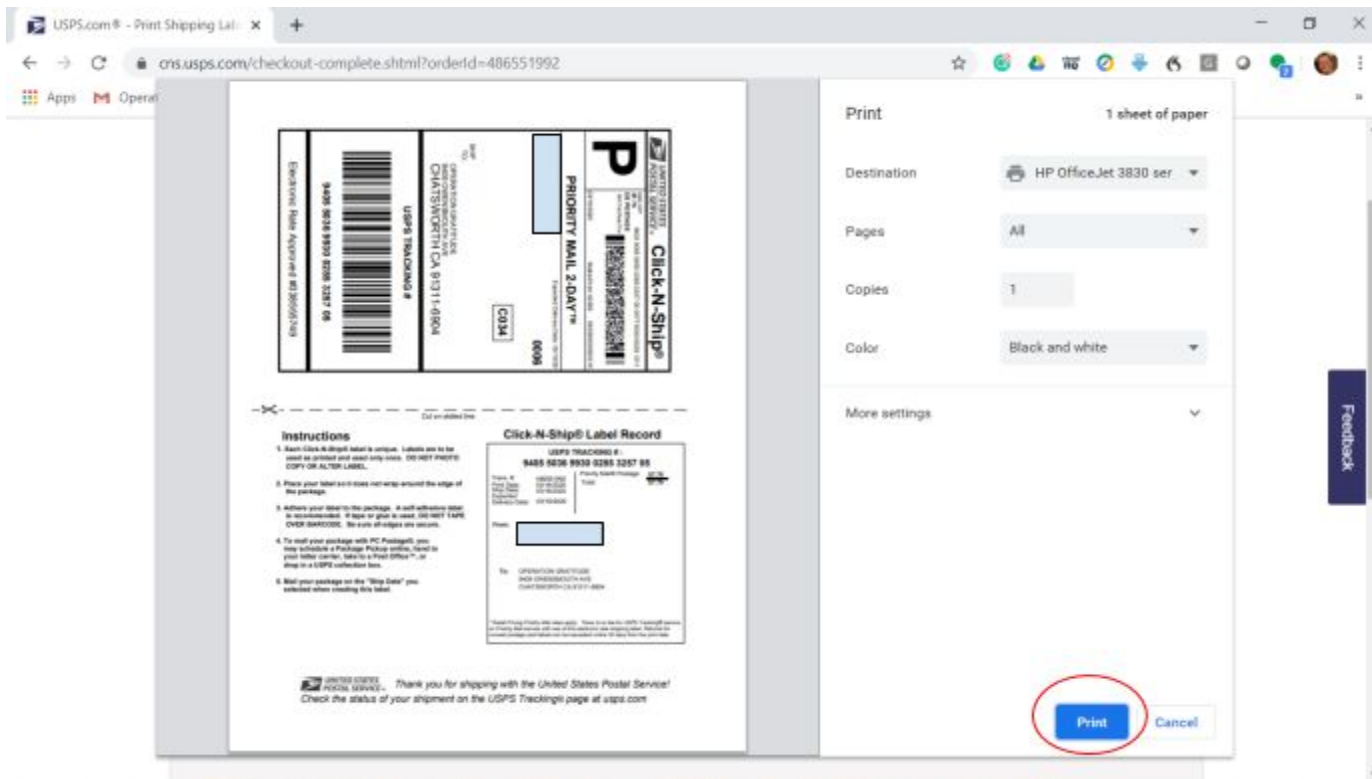
10. Once your label has printed, cut along the dotted line, tape the label to your box, and it's ready to be picked up!

Once you have your box filled and the label is attached, you can request a carrier pickup.

How to request a carrier pickup:

Be sure you are signed in to your USPS account and start at the main page.

1. Hover your pointer over "Mail & Ship" to see the dropdown menu and then click "Schedule a Pickup."

2. Fill out the form with your own address.

3. Scroll down on the same page and click on "Check Availability."

4. The next screen will show the information you just entered and ask you to verify if it is correct. **Also, be sure to note whether or not you have a dog.**

5. Scroll down to Step 2 and click the arrow to bring up the menu. Decide where you will leave the packages for the mail carrier to pick up, or if you'd like the mail carrier to ring your doorbell.

6. If you have any special instructions for the mail carrier, please be sure to add a message (ie: keep the gate closed, knock loudly, etc).

7. Continue down the page to schedule the time for your pickup. We suggest that you have your packages picked up during your mail carrier's regular delivery time because it's FREE!

8. Continuing down the page, you'll need to choose what day you would like them to pick up.

9. Continuing down the page, you'll need to note how many Priority packages you have, how many packages in total (if you are also shipping First Class or other packages that already have postage on them), and finally the weight of all of your boxes combined. You are not required to have the exact weight. Just approximate what you are shipping.

10. Finally, check the box "I have read, understand, and agree to the Terms & Conditions," and click "Schedule a Pickup."

Congratulations! You have now ordered your boxes, printed your postage, and scheduled your pick up all from the comfort of your home!

Thank you for your generous support of Operation Gratitude and "Thanking All Who Serve!"