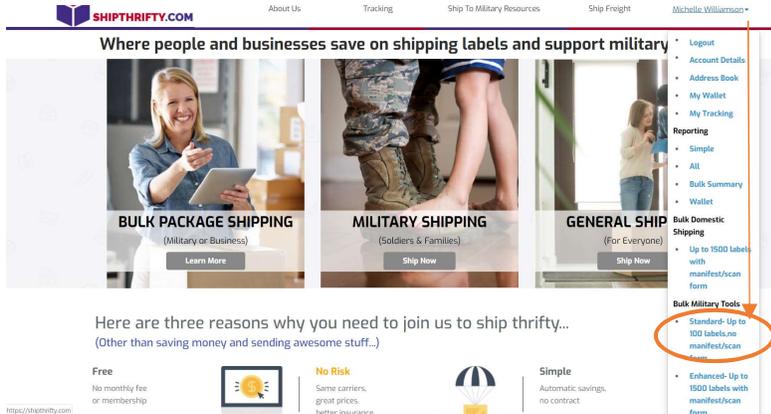


# Creating a Shipping Label on Shiphtrifty.com

If you created your account and added your addresses, you ready to create shipping labels!

**Step 1: Login to your account, scroll to the Bulk Military Tools and pick the Standard Option**



**Step 2: Pick your Ship Date and pull your Ship From address from your address book**

When are you shipping and what address are you shipping from?

Ship Date	Address Book	First name	Last Name	Address	City	State	Country	Zip	Contact Info
7/30/2019	ADDRESS BOOK	First Name *	Last Name *	Address Line1 * Address Line2	City *	State *	US	Zip Code *	Phone Number *

Who are you shipping to?

Want to add to your address book?

[ADD NEW PACKAGE](#)

Address Details	Package Information	Customs Info	Actions	Carrier Details	Rates
No Package Added					
					Total: 50.00

**Step #: Add a New Package** the form will expand with fields for the info needed.

- Pull the Ship To address from your address book
- Select the box type from the drop down or click the link (or create your own) to enter your own L x H x W then enter your weight (round up to the next whole number)
- Add your customs info (Nouns: Hygiene, Snacks, Games, etc.; approximate number of items in the package, then average cost per items – example 5 items at \$5 each item)
- Click the Get Rate button

Who are you shipping to?

Want to add to your address book?

[ADD NEW PACKAGE](#) [SAVE ALL](#) [REFRESH ALL RATES](#) [CLEAR ALL ENTRIES](#) [EXPORT CSV](#)

Address Details	Package Information	Customs Info	Actions	Carrier Details	Rates
First Name Last Name Address 1 Address 2 CITY /APO State AE Zip	Package# #1 Box Type Search For Package Type (or create your own) Weight Pounds O Ounces	Package#1 Snacks-Hygiene- Games # of Items 5 \$ per Item 5	<a href="#">GET RATE</a>		5
					Total: 50.00

[ADD NEW PACKAGE](#) [SAVE ALL](#) [REFRESH ALL RATES](#) [CLEAR ALL ENTRIES](#) [EXPORT CSV](#)

**CHECKOUT** with your credit card or use funds you've added to your My Wallet through your admin panel.

If you have funds in your Wallet, the balance is shown below.

Your Current Balance It	This is how much this shipping costs	Your Balance AFTER Payment
50.00	50.00	5 0.00

**CHECKOUT**

I acknowledge that my package and shipping information is accurate and prohibited contents are not in my package(s). I understand that if additional charges are assessed by a carrier at delivery I'm responsible for said charges and agree to have my account billed automatically.

Entries can be copied, saved, or deleted by line or by table – Refresh All Rates and Checkout. Print your labels and drop the package off at the post office.