

Shipping Connector

for Microsoft Dynamics 365 Business Central

USPS Web Services Account Setup Guide

I. Purpose of this document

This guide will assist you with creation of a (free) USPS Web Services Account.

The web services account is required if you wish to use USPS Web Services with Shipping Connector Address Verification or Rate Shopping.

Note: We make an effort to keep this guide up to date however the dynamic nature of the web makes it difficult to stay in sync – so if you run into any discrepancies with this guide please point them out to us via our [Support Page](#).

II. Prerequisites

No prerequisites are required in order to create a USPS Web Services account.

After creating the account, you will be sent an email with the account Username and Password. The Username must be entered into the Shipping Connector Setup as described below.

USPS Registration

1. Open a web browser and navigate to the USPS.com Web Services Registration page @ <https://registration.shippingapis.com>

The screenshot shows the USPS registration form with the following fields and options:

- * First Name [text box] Middle Initial [text box]
- * Last Name [text box]
- * Company Name [text box]
- * Address 1 [text box]
- Address 2 [text box] (Apt, Floor, etc.) [text box]
- * City [text box]
- State [Select One dropdown]
- Urbanization [text box] (Puerto Rico Only) [text box]
- ZIP Code [text box] (#'s only, no dashes, no spaces)
- * Country [UNITED STATES dropdown]
- Postal Code [text box]
- Province [text box]
- * Email Address [text box]
- * Business Phone [text box] (#'s only, no dashes, no spaces)
- What is the Web site address (URL) of the site that will be hosting the USPS Web Tools? [text box]
- How will you be using the USPS Web Tools? [Exclusively on my Web site dropdown]
- USPS WEB TOOLS TERMS AND CONDITIONS**
Please read the Terms and Conditions of Use, indicate your acceptance or non-acceptance and then click the SUBMIT button at the end to register for the APIs.
TERMS AND CONDITIONS OF USE
USPS Web Tools APPLICATION PROGRAM INTERFACES [dropdown]
- I Agree to the Terms and Conditions of Use.
 I Don't Agree to the Terms and Conditions of Use.
- Reset > Submit >

2. Fill in the registration details for your business

For the following two fields answer as described here:

What is the website address (URL) of the site that will hosting the USPS Web Tools?

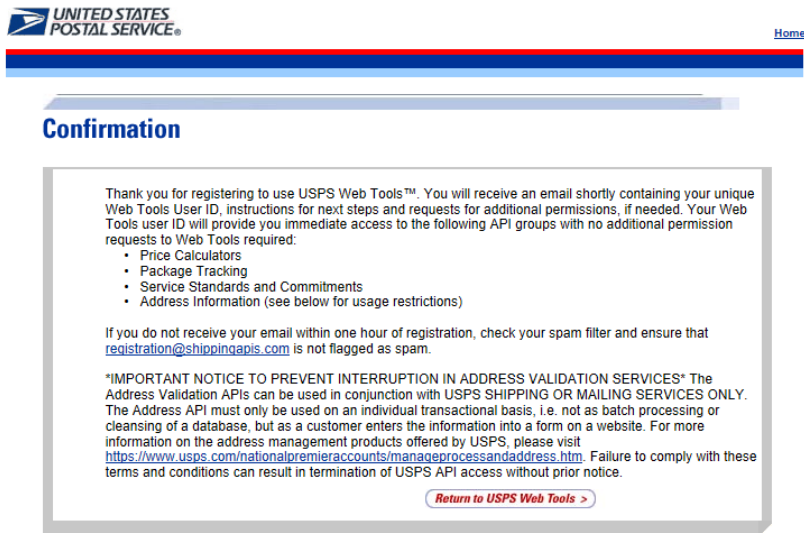
- You can leave the web site URL blank.

How will you be using the USPS Web Tools?

- Specify 'Exclusively for my Web site'

- Agree to the license terms
- Press Submit

- A confirmation dialog will display
An email with further instructions will be sent to the registered email address



- The email that you receive will contain your web services credentials

***** Please DO NOT REPLY to this automated message. Contact information is provided below. *****

Thank you for registering for the U. S. Postal Service's Web Tools Application Programming Interfaces (APIs). You have successfully registered for the Web Tools User ID (Username) found below. If you are using third party software, refer to your software provider for further instructions to begin using Web Tools with your application. Keep this email for your records and proceed to the next steps to complete integration.

Your Username is 960C10V03196
Your Password is 246YK1U8M570

- Save this information for future reference

- Enter the Username into the "USPS User Id" field in the Shipping Connector Setup dialog, also enable USPS Web Services as below.