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

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?
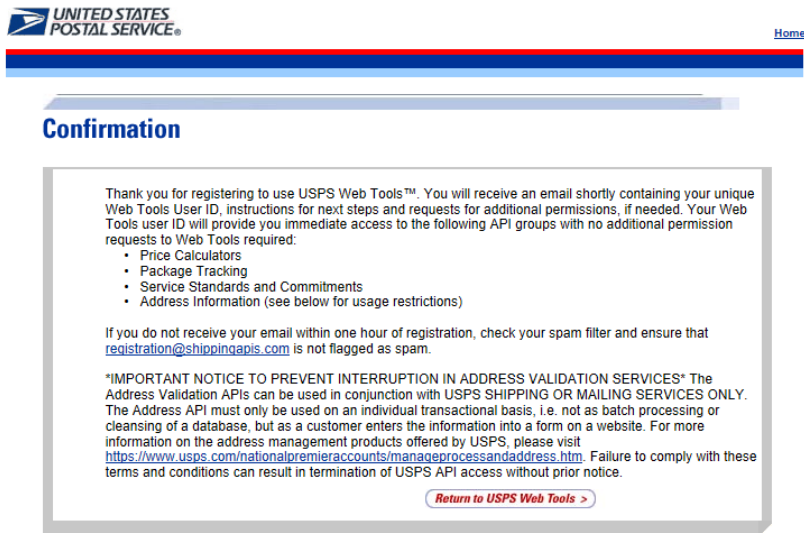   - You can leave the web site URL blank.

   How will you be using the USPS Web Tools?
   - Specify 'Exclusively for my Web site'

   - Agree to the license terms
   - Press Submit

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

4. The email that you receive will contain your web services credentials

   - Save this information for future reference

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