

USPS Shipping Module Set-Up Guide

About Shipping Modules

Shipping modules are activated and configured in your admin panel. You can reach your admin panel by going to www.yourdomain.com/admin (replace 'yourdomain.com' with your domain name). Click on the 'Modules' main-tab on the left side and then the 'Shipping' sub-tab that will open up beneath it. This will put you on a page where all the shipping modules are listed down the body of the page. Simply click on the module you want to activate & this will highlight it in darker blue. Now, click on the 'Install' button in the right menu. When the page refreshes a list of configuration options will be listed down the right side, click on the 'Edit' button to alter these options. This is how you get to the point where you can edit the configuration options for a shipping module.

What Needs To Be Done Before Installing This Module?

You need to go to the Shipping/Packaging sub-tab within the Configuration main-tab and enter your supplier's shipping country and zip code. Without this being done, the module will not give accurate results.

Also, all of your products must have weights in order for this module, or any other real-time shipping module, to work correctly. Make sure all of your products have weights specified on their product pages. If you don't have your product weights, you should be able to get them from your supplier or the manufacturer.

Register An Account With USPS:

1. Go to <https://secure.shippingapis.com/registration/> and fill out the form & submit it.
2. Shortly after, you'll receive an email from USPS with your user ID and password.
3. Once you receive that email, call USPS Web Tools at 1-800-344-7779. From the main menu, select option 3. When an operator answers, tell them you need to switch your API from test mode to production mode. Then just provide them with the user ID you were just given in the email.

Once those steps are completed you can move on to the next section.

Configuring The Module

Here's a list of the fields that need to be altered and explanations of what to put into each:

- **Enter the USPS User ID:** Enter the USPS user ID you created in the steps above.
- **Sort Order:** This field is optional. If you have multiple shipping modules enabled, the lower the number specified here the higher the module shows up for the customer.
- **USPS Options:** Choose what you want displayed for your customers to see.
- **Domestic Shipping Methods:** Choose the different shipping methods your supplier offers.
- **Int'l Shipping Methods:** Choose the different international shipping methods your supplier offers.

Click the 'update' button and you are done setting up this shipping module.

Testing This Shipping Module

Go to your live site and add a product to your shopping cart. The shipping charge should vary based on the distance the product is going and the amount it weighs.