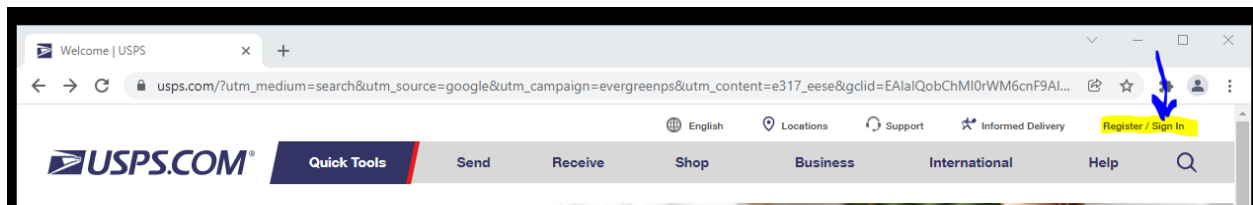


Date: December 2, 2021
To: HPSP Participants
From: The HPSP Team
Re: Mailing Specimens

Some collection sites have had difficulty mailing toxicology kits to Hennepin County Medical Center. To address this, you may create an account with the USPS and create mailing labels to affix to the toxicology kits. The following instructions are provided to assist you develop an account with the USPS.

Creating a USPS Account

1. Go to www.usps.com
2. In the top right corner (above “Help”) click on “**Register/Sign In**”



3. You will be directed to log in to an existing account or to create a new account. If you do not have an existing account, click on “**Sign Up Now**” and follow the instructions for establishing an account
4. Now that you have an account, you can create mailing labels with tracking:

- a. Sign into your account at www.usps.com
- b. Select the “**Click-N-Ship**” icon
- c. Select *Priority Mail – Small Flat Rate Box* which will include tracking
- d. Enter the following information for the label recipient

HCMC - Toxicology Laboratory, P4

701 Park Ave. S.

Minneapolis, MN 55415

- e. Pay and print the label and affix it to the collection box

