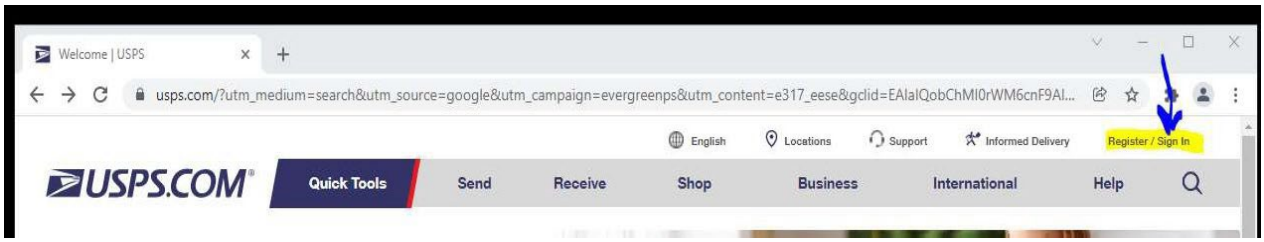
MINNESOTA
HEALTH PROFESSIONALS
SERVICES PROGRAM

1360 Energy Park Drive, Suite 220
St. Paul, MN 55108
651-642-0487 | 651-797-1380 (Fax)
mn.gov/boards/hpsp

CREATING A USPS ACCOUNT

Some collection sites have had difficulty mailing toxicology kits to Hennepin Healthcare 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.

1. Go to **www.usps.com**
2. In the top right corner (above "Help") click on "**Register/Sign In**"
   a. Sign into your account at **www.usps.com**

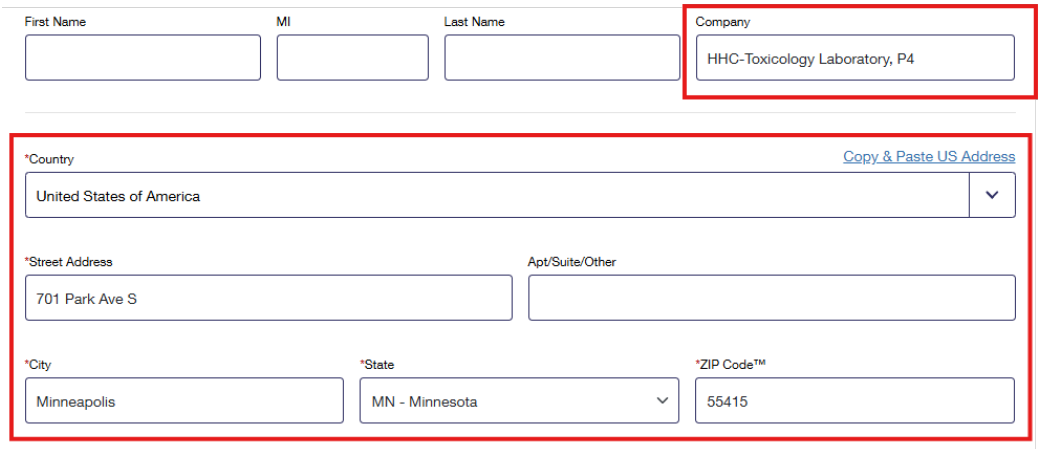


   b. Select the "**Click-N-Ship**" icon



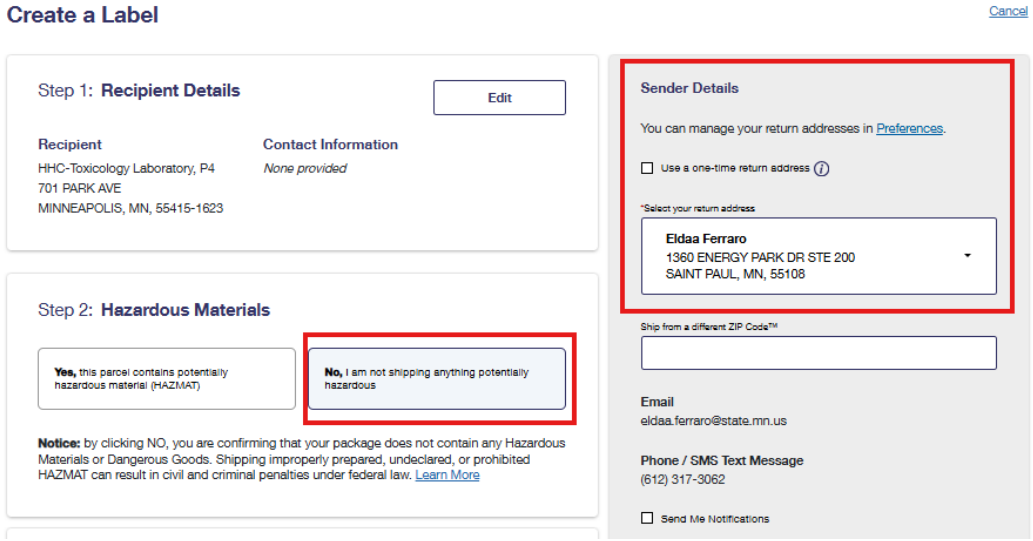
   c. Enter Shipping information:

HHC - Toxicology Laboratory, P4
701 Park Ave. S.
Minneapolis, MN 55415

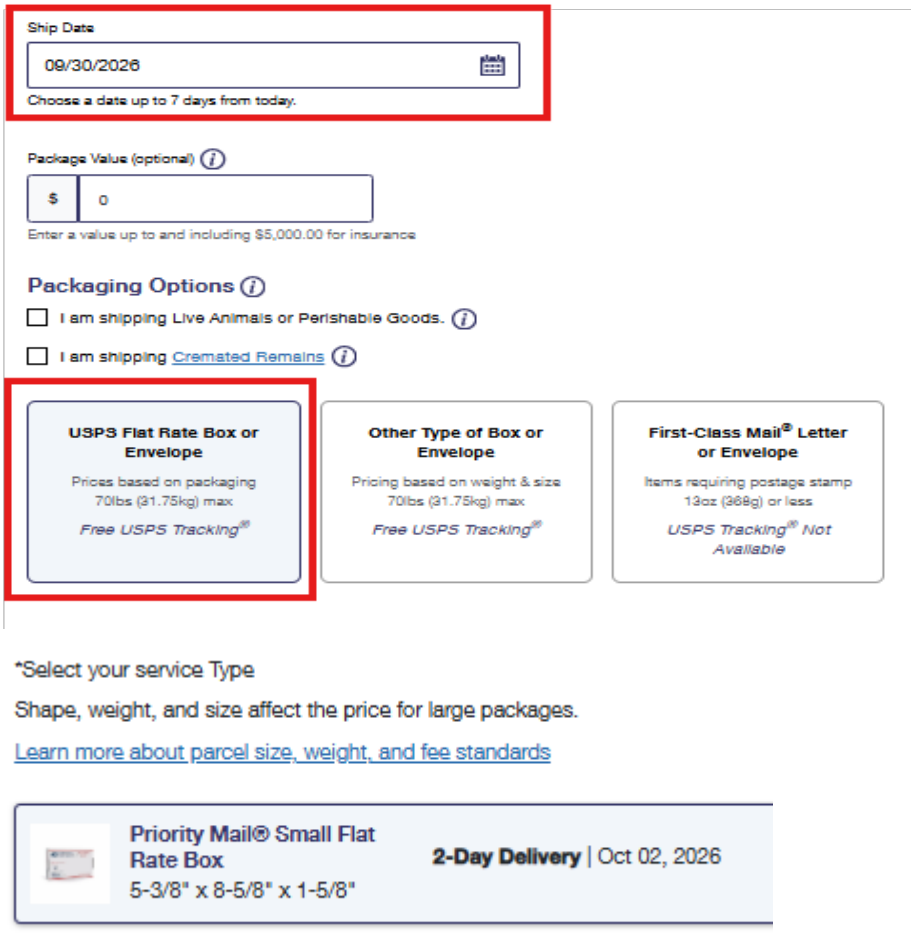


   d. Click on 

e. The return address under sender details should be the **collection site** address



f. Select your ship date and click on flat rate box



g. Add to cart and pay to print the label and affix it to the collection box

3. Now that you have an account, you can create mailing labels with tracking.