



Contribute to **NALC's PAC** with ease—using **PostalEASE**

Through PostalEASE, carriers can contribute directly from their paychecks to the NALC's PAC (COLCPE) by designating the PAC as one of the three payroll "allotments." Active Letter Carriers can go online to use PostalEASE, which can be accessed on USPS's LiteBlue website.

BEFORE YOU START: Be sure you know your 8-digit Employee ID Number (on your paystub) and your new USPS password. *Reminder: LiteBlue no longer uses a PIN login. As of April 2014, all USPS employees are required to create a Self-Service Profile and a password to log into LiteBlue.*

*If you have not yet created a "Self-Service Profile" you need to refer to the second page of this document.

- 1** Create your own Account Number by inserting in the spaces at right the first seven digits of the ID number that appears above your name on the back cover of your Postal Record.

You can call 202-393-4695 to find out your Postal Record number.

- 2** Now you are ready to go directly to PostalEASE online at liteblue.usps.gov.

- Enter Employee ID number and Password
- If you forgot your password, but have previously set up your Self-Service Profile, you can reset your password by going to <https://ssp.usps.gov>
- Click on the "Enter SSP" button. The "Self-Service Profile Login" screen will display.
- Click on the "Forgot Password?" link and the application will lead you through the steps to reset your password.
- Click "log on"

- 3** To find PostalEASE select the "My HR" tab and then click on "find employee apps." Once on that page, select "PostalEASE."

- Click on "I agree"
- Enter Employee ID and Password and log in
- Click on "Allotments/Payroll NTB"
- Click on "Continue"
- Enter the 9-digit Financial Institution Routing Number: **06400017**
- Enter your 17-digit Account Number _ _ _ _ _ **0034952535**
- Enter Account type as "checking"
- Enter amount of your contribution
- Click on "validate"
- Click on "submit"
- Print or write down your confirmation number for your records

YOUR 17-DIGIT ACCOUNT NUMBER:

_____ **0034952535**
(First 7 digits of ID number on Postal Record label)

*****AUTO** 5-DIGIT 54321
XXXXXXXX9 LC 9876 W13 08
JOHN CARRIER
1234 MAIN STREET
ANYWHERE, US 54321-9999

* If you already have three allotments, you must cancel one to contribute to COLCPE through PostalEASE. To do so, follow the instructions at left but instead of selecting "3" to add a new allotment, select "2" to cancel an allotment.

By making a COLCPE allotment through PostalEASE, you are doing so voluntarily with the understanding that your monthly contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it a part of union dues. You may refuse to contribute without any reprisal. COLCPE will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled through the PostalEASE system. Only NALC members, NALC executive and administrative staff, and their immediate household family members may contribute to COLCPE. Contributions to COLCPE are not deductible for federal income tax purposes.

Contribute on the web at liteblue.usps.gov!
Or call 202-393-4695 to sign up over the phone!