SIGN ME UP!
How to contribute to the Letter Carrier Political Fund using PostalEASE — ONLINE Enrollment

Through PostalEASE, active letter carriers can contribute directly from their USPS paychecks to the Letter Carrier Political Fund (NALC’s PAC) by designating the Political Fund as one of the three payroll “allotments.”

Online Enrollment

1. Login to USPS’s Postal Ease website at https://ewss.usps.gov
   You may also get to the Postal Ease website through the USPS LiteBlue website See the instructions below
2. Click “I agree”
3. Enter your Employee ID number and Password and click “Submit”
   If you have not yet set up a password click the link provided on the page or go to:
   https://ssp.usps.gov/ssp-web/welcome.xhtml
   If you forgot your password click the link provided on the page or go to:
   https://ssp.usps.gov/ssp-web/einVerification.xhtml
4. Under Payroll click “Allotments / Payroll Net To Bank”
5. Click “Continue”
6. Click “Allotments”
7. Enter the 9-digit Financial Institution Routing Number: 0 6 4 0 0 0 0 1 7
8. Enter your 17-digit Account Number _ _ _ _ _ _ _ 0 0 3 4 9 5 2 5 3 5
   See instructions in step D at right
9. Enter Account type as “checking”
10. Enter amount of your Allotment: $ ____________
    The maximum yearly amount is $5,000
11. Click VALIDATE
12. Click SUBMIT
13. Print or write down your confirmation number for your records

To get to Postal Ease through Lite Blue:

- Got to www.liteblue.usps.gov
- Enter your employee ID and Password and click “Log On”
- Click “My HR”
- Click “Employee Apps”
- Click “PostalEASE”
- Begin at step 1 above

BEFORE YOU START, YOU’LL NEED:

A. Your 8-digit Employee ID Number (on your paystub)
B. Your USPS password
C. Your Postal Record Number (Located on the back cover of your Postal Record magazine, above your name. Or call 202.393.4695 to get your Postal Record Number). See the example below.

D. To create your personal account number, insert the seven digits of your Postal Record Number to the spaces below: _ _ _ _ _ _ _ 0 0 3 4 9 5 2 5 3 5