

## You also can make your PAC contribution by bi-weekly salary allotment through PostalEASE (access by phone or on the web):

### PostalEASE BY TELEPHONE:

Dial 1-877-4PS-EASE — (877-477-3273) and follow the prompt for the Employee Services Main Menu.

When prompted Press **#1** for PostalEASE

When prompted, enter your eight-digit USPS employee identification number.

When prompted again, enter your USPS PIN number. (This is the same as the PIN number you use for telephone bidding and/or other payroll allotments.)

When Prompted, Choose Option **#2** (to select payroll allotments)

Then Choose Option **#1** (to select allotments)

When prompted Press **#2** to continue

When prompted Press **#3** to add the allotment

When prompted for the routing number enter **054001220**

When prompted for the account number enter the following :

**11260001** \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_ (the last nine digits of your account number is your social security number – this information will allow us to identify you as the PAC contributor).

Press **#1** if correct

When prompted Press **#1** for “checking”

When prompted, input the bi-weekly dollar amount of your PAC allotment.

Press **#1** if correct

When prompted Press **#1** to process

You will be provided a confirmation number as well as the start date for the salary allotment.

For your records:

Record the confirmation number \_\_\_\_\_

Record the start date of the salary allotment \_\_\_\_\_

Press **#1** to repeat or Press **#9** to end call

### PostalEASE on the WEB:

To initiate your bi-weekly PAC contribution on the web, simply go to [www.liteblue.usps.gov](http://www.liteblue.usps.gov)

Enter your eight-digit USPS Employee ID Number and your USPS PIN

Follow the link to PostalEASE – you will again be asked to enter your Employee ID Number and USPS PIN

Follow the link for PAYROLL- Allotments/NTB

Continue to the ALLOTMENTS section

Your ROUTING TRANSIT NUMBER is: **054001220**

Your ACCOUNT # will be: **11260001** \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_ (the last nine digits of your account number is your social security number – this information will allow us to identify you as the PAC contributor).

For ACCOUNT TYPE – please select “CHECKING”

When prompted, please input the AMOUNT that you would like to contribute to the PAC each pay period.

To process your PAC allotment, you will need to select the VALIDATE button, and to finalize the transaction, please select SUBMIT. Be sure to print out a copy of the confirmation page for your records.