LABOR RELATIONS

UNITED STATES
POSTAL SERVICE

February 10, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

FAX

Dear Ivan:

This is in further reference to previous correspondences dated December 23, 2022, and December 30, 2022, where you were notified that the United States Postal Inspection Service, Office of Inspector General, and Corporate Information Security Office (CISO) had discovered fake LiteBlue websites that closely resemble LiteBlue. As a precaution, the Net to Bank and Allotment functionalities had been disabled online in the PostalEASE application accessed externally through LiteBlue via a personal computer as of December 29 until further notice.

With the deployment of multifactor authentication (MFA) on LiteBlue, PostalEASE has now been reactivated for use by employees to make changes to current net-to-bank and allotment settings. Additionally, the PostalEASE options on the Interactive Voice Response (IVR) system have been disabled for allotment and net-to-bank changes, effective immediately.

If an employee suspects any fraudulent activity, they should contact the Accounting Help Desk at 1-866-974-2733 and identify themselves as an active employee.

Enclosed is a stand-up talk and the LINK article concerning the information above.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

Lloyd

James Lloyd
Director
Labor Relations Policies and Programs

Enclosures

Mandatory Stand-Up Talk

PostalEASE transactions reactivated

Recently, the Postal Service added multifactor authentication — also known as MFA — as an additional security measure for *LiteBlue*.

Prior to the addition of MFA, the Postal Service disabled the ability of Postal Service employees to change their net-to-bank and allotment settings through PostalEASE on *LiteBlue*.

With the successful addition of MFA, Postal Service employees are now able to complete net-to-bank and allotment transactions through *LiteBlue*.

To make changes to your current net-to-bank or allotment settings, log on to *LiteBlue*.gov ("w-w-w dot l-i-t-e-b-l-u-e dot u-s-p-s dot g-o-v"), sign in, and navigate to PostalEASE.

If you have not established your MFA preferences, please visit *LiteBlue* for step-by-step instructions and additional information by selecting "Multifactor Authentication" under the login.

Please note: The ability to make changes to net-to-bank or allotment settings via the PostalEASE Interactive Voice Response (IVR) system has been disabled.

If you identify any activity with your account that looks suspicious, contact the Accounting Help Desk at 1-866-974-2733 and identify yourself as an active employee.

Thank you for listening.

# # #

LINK Article / Multifactor authentication

MFA update

PostalEASE functions reactivated

Postal Service employees can once again change net-to-bank and allotment settings through PostalEASE on *LiteBlue*.

The organization recently added multifactor authentication (MFA) as an additional security layer for access to LiteBlue.

Prior to adding MFA, the Postal Service disabled employees' ability to change their settings through PostalEASE on the site.

Now that MFA has been implemented, Postal Service employees are to use PostalEASE through *LiteBlue*. However, the ability for employees to make changes to their net-to-bank or allotment settings via the PostalEASE Interactive Voice Response (IVR) system has been disabled and will continue to be disabled for the time being.

Employees who have set up their MFA preferences and wish to make changes to their current net-to-bank or allotment settings should go to *LiteBlue*, verify their identity via MFA, and navigate to PostalEASE.

Employees who have not set up MFA preferences on *LiteBlue*, will not be able to access *LiteBlue* before setting up MFA preferences. The step-by-step instructions are on MFA *LiteBlue* along with answers to frequently asked questions.

If you identify any activity with your account that looks suspicious, please contact the Accounting Help Desk at 1-866-974-2733 and identify yourself as an active employee.

###