

Make Contributing to SPAC a Habit:

Contribute via Payroll Deduction or Through Your OPM Retirement Allotment



To authorize your allotment **online**, go to www.liteblue.usps.gov. You will need your USPS employee ID number and PIN.

- 1 Click on "PostalEASE." This can be located in the middle of the page under "Employee Apps—Quick Links." The link has a picture of a W-2 form.
- 2 Click on "I agree."
- 3 Enter your employee ID number and PIN again.
- 4 Click on "Allotments/Payroll NTB."
- 5 Click on "Continue."
- 6 Click on "Allotments."

- 7 Enter Bank Routing Number (*from worksheet below*), enter account number (*see worksheet*), enter account from drop-down menu as "checking" and enter the amount of your contribution.
- 8 Click "Validate," then "Submit." Print a copy for your records.

PostalEASE Allotments/Net to Bank Worksheet

On your next available allotment (you have three):

- Routing Number (nine digits): 121000248
- Financial Institution Name: Wells Fargo (this will appear after you enter the routing number).
- Account Number (this is a 17-digit number that starts with "77225555" and ends with your eight-digit employee ID number):
7 7 2 2 5 5 5 5 5 _____
(Example: 7722555512345678).
- Type of Account (drop-down menu): Checking
- Amount per Pay Period (please use the 0.00 format; the "\$" is already included): _____.



To authorize your allotment by phone, call PostalEASE, toll-free, at **1-877-477-3273** (1-877-4PS-EASE). You will need your USPS employee ID number and PIN.

- 1 When prompted, select one for PostalEASE.
- 2 When prompted, enter your employee ID number.
- 3 When prompted, please enter your USPS PIN.
- 4 When prompted, press "2" for payroll options.
- 5 When prompted, press "1" for allotments.
- 6 When prompted, press "2" to continue.

- 7 Follow prompts to add a new allotment.
- 8 Use the worksheet to give the appropriate information to set up an allotment for SPAC.

OPM Contributions to SPAC (for Retired Postal Supervisors)

Below are step-by-step instructions for making an allotment to SPAC through your OPM retirement allotment, using either OPM's telephone-based account management system or the online "Services Online" portal.

Please note: The amount you key in will be your *monthly* allotment to SPAC. The start of your allotment will depend on the time of the month it was requested. If you make your request during the first two weeks of the month, expect the withholding to take place the first of the following month. If the allotment is requested after the first two weeks of the month, the change will take place the second month after the request.

By Internet:

If you prefer to sign up online, go to the OPM website at www.opm.gov, then:

- Click on "Employment and Benefits," and then on "Retirement Benefits."
- Under "Retirement Services," click on "Services Online."
- Enter your CSA number and PIN, and log in.
- Click on "Allotments to Organizations," and then select "Start" to begin a new allotment.
- Click on "Choose an Organization."
- Select "National Association of Postal Supervisors (SPAC)."
- Enter the amount of your monthly contribution and then click "Save."

By telephone:

- Dial **1-888-767-6738**, the toll-free number for the Office of Personnel Management (OPM)'s Interactive Voice Response (IVR) telephone system.
- Have your CSA number and Personal Identification Number (PIN) on hand when you call. You may speak to an OPM customer service representative or you may use the automated system.
- Simply follow the prompts provided in the telephone system.

