

Make Contributing to SPAC a Habit:

Contributions via USPS Payroll Deduction

To authorize your allotment **online**, you will need your USPS employee ID number and PIN; if you do not know your PIN, you will be able to obtain it at Step 3 below.

- 1 Go to <https://liteblue.usps.gov> to access PostalEASE.
- 2 Under Employee App-Quick Links, choose PostalEASE.
- 3 Click on "I agree."
- 4 Enter your employee ID number and password.
- 5 Click on "Allotments/Payroll NTB."
- 6 Click on "Continue."
- 7 Click on "Allotments."
- 8 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.
- 9 Click "Validate," then "Submit." Print a copy for your records.

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.



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 "772255555" and ends with your eight-digit employee ID number):

7 7 2 2 5 5 5 5 5 _____

(Example: 77225555512345678).

- Type of Account (drop-down menu): Checking
- Amount per Pay Period (please use the 0.00 format; the "\$" is already included): _____.

