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.
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.

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**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 5 5 5 5 5 5 5 5
- Type of Account (drop-down menu): Checking
- Amount per Pay Period (please use the 0.00 format; the “$” is already included): __________.