Signing up for Withholding

Active carriers may elect to use one of their three payroll allotments to donate every two weeks. You must sign up for withholding exclusively through PostalEase.

Have readily available your **8-digit Employee ID Number** (on your paycheck stub) and your **4-digit USPS PIN or password**. If you don't have your USPS PIN you will need to call PostalEase at: 877-477-3273. Press #1 for PostalEase. When prompted, enter your employee identification number. When prompted for your pin, pause, and then press #2. Your PIN will be mailed to your address on the next business day.

Steps for signing up Online:
1. Add your Employee I.D. number to the end of the 9-digit NRLCA-PAC Account (**163055555)** to create your PostalEase account number.
2. Now you are ready to log into: **liteblue.usps.gov.**
3. Enter your employee I.D. number and password, then click "log on."
4. Click on "PostalEase."
5. Click on "I Agree."
6. Enter your Employee I.D. and password again and log in.
7. Click on "Allotments/Payroll NTB."
8. Click on "Continue."
9. Click on "Allotments."
10. Enter the following Financial Institution routing number: **051400549**
11. Enter your NRLCA account number: **163055555_ _ _ _ _ _ _ _,** followed by your Employee I.D. (No hyphens, No breaks, 17 digits total).
12. Enter account type as "Checking."
13. Enter the amount you want to be taken out **every two [2] weeks** — not the amount you want to give yearly.
14. Click on "Validate."
15. Click on "Submit."
16. Click on "print page" to see and print your confirmation number for your records.

Steps for signing up by Phone:
1. Dial 1-877-477-3273 (1-877-4PS-EASE).
2 . Press "1" for PostalEase.
3. When prompted, enter your Employee ID Number.
4. When prompted, enter your USPS Pin Number.
5. When prompted, choose option #2 to select Payroll Allotments.
6. When prompted, choose option #1 to select type of Allotment. When prompted, press "2" to continue.
7. When prompted, press "3" to continue to 'ADD' the allotment.
8. When prompted, add routing number: 051400549.
9. When prompted, add the NRLCA-PAC account # followed by your Employee ID Number. It should look like: 163055555_ _ _ _ _ _ _ _ . No hyphens, 17 digits total. If correct, Press "1."
10. When prompted, press "1" for checking.
11. When prompted for the dollar amount of the allotment, enter the amount of your choice to be deducted bi-weekly (per pay period) using the $__ 00 format. Press "1" if correct.
12. When prompted, press "1" to process.
13. Record the confirmation number given for your records and note the date the first allotment will take place. Press "1" to repeat, or press "9" to hang up.