



Active letter carriers: Contribute to **COLCPE** using PostalEASE

online.....

Carriers can also go online to use PostalEASE. With PostalEASE, carriers can contribute directly from their paychecks every pay period. Through PostalEASE you can designate COLCPE as one of your two payroll "allotments."

1

Be sure you know your 8-digit Employee ID Number (on your paystub) and your 4-digit USPS Personal Identification Number (PIN).

If you cannot remember your PIN, call PostalEASE at 1-877-4PS-EASE (1-877-477-3273), select "1", enter your Employee ID Number, and select "2" to have your PIN mailed to you.

2

Create your own *Account Number* by inserting in the spaces at right the first *seven* digits of the ID number that appears above your name on the back cover of your *Postal Record*.

3

Now you are ready to go online to liteblue.usps.gov

- Enter Employee ID and PIN and click "log on"
- Click on "Postal Ease"
- Click on "I agree"
- Enter Employee ID and PIN again and log in
- Click on "Allotments/Payroll NTB"
- Click on "Continue"
- Click on "Allotments"
- Enter the 9-digit Financial Institution Routing Number: **0 6 4 0 0 0 1 7**
- Enter your 17-digit Account Number from above
- Enter Account type as "checking"
- Enter amount of your contribution
- Click on "validate"
- Click on "submit"
- Click "print page" to see and print your confirmation number for your records

YOUR 17-DIGIT ACCOUNT NUMBER:

_____ 0 0 3 4 9 5 2 5 3 5
(First 7 digits of ID number on Postal Record label)

*****AUTO** 5-DIGIT 54321
XXXXXXXX89 LC 9876 W13 08
JOHN CARRIER
1234 MAIN STREET
ANYWHERE, US 54321-9999

Contribute on the web at
liteblue.usps.gov

By making a COLCPE allotment through PostalEASE, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or employment by the Postal Service nor a part of union dues and that COLCPE will use the money it receives to contribute to candidates for federal office as permitted by law. You are also making this allotment with the understanding that COLCPE contributions are not tax deductible and that your selection shall remain in full force and effect until canceled through the PostalEASE system.