



# 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 three 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](http://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  
XXXXXXXXXX89 LC 9876 W13 08  
JOHN CARRIER  
1234 MAIN STREET  
ANYWHERE, US 54321-9999

Contribute on the web at  
[liteblue.usps.gov](http://liteblue.usps.gov)

By making a COLCPE allotment through PostalEASE, you are doing so voluntarily with the understanding that your monthly contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it a part of union dues. You may refuse to contribute without any reprisal. COLCPE will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled through the PostalEASE system. Only NALC members, NALC executive and administrative staff, and their immediate household family members may contribute to COLCPE. Contributions to COLCPE are not deductible for federal income tax purposes.