



# SIGN ME UP!

## How to contribute to the Letter Carrier Political Fund using PostalEASE — ONLINE Enrollment

Through PostalEASE, active letter carriers can contribute directly from their USPS paychecks to the Letter Carrier Political Fund (NALC's PAC) by designating the Political Fund as one of the three payroll "allotments."

### Online Enrollment

1. Login to USPS's Postal Ease website at <https://ewss.usps.gov>  
You may also get to the Postal Ease website through the USPS LiteBlue website See the instructions below
2. Click "I agree"
3. Enter your Employee ID number and Password and click "Submit"  
If you have not yet set up a password click the link provided on the page or go to:  
<https://ssp.usps.gov/ssp-web/welcome.xhtml>  
If you forgot your password click the link provided on the page or go to:  
<https://ssp.usps.gov/ssp-web/einVerification.xhtml>
4. Under Payroll click "Allotments / Payroll Net To Bank"
5. Click "Continue"
6. Click "Allotments"
7. Enter the 9-digit Financial Institution Routing Number: 0 6 4 0 0 0 1 7
8. Enter your 17-digit Account Number \_\_\_\_\_ 0 0 3 4 9 5 2 5 3 5  
*See instructions in step D at right*
9. Enter Account type as "checking"
10. Enter amount of your Allotment: \$ \_\_\_\_\_  
*The maximum yearly amount is \$5,000*
11. Click VALIDATE
12. Click SUBMIT
13. Print or write down your confirmation number for your records

#### BEFORE YOU START, YOU'LL NEED:

- A. Your 8-digit Employee ID Number (on your paystub)
- B. Your USPS password
- C. Your Postal Record Number (Located on the back cover of your Postal Record magazine, above your name. Or call 202.393.4695 to get your Postal Record Number). See the example below.



- D. To create your personal account number, insert the seven digits of your Postal Record Number to the spaces below:  
\_\_\_\_\_ 0 0 3 4 9 5 2 5 3 5

#### To get to Postal Ease through Lite Blue:

- Got to [www.liteblue.usps.gov](http://www.liteblue.usps.gov)
- Enter you employee ID and Password and click "Log On"
- Click "My HR"
- Click "Employee Apps"
- Click "PostalEASE"
- Begin at step 1 above

By making a contribution to the Letter Carrier Political Fund, 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 of employment by the Postal Service, nor is it part of union dues. You have a right to refuse to contribute without any reprisal. Any guideline amounts are merely suggestions, and you may contribute more or less than the guidelines suggest and the union will not favor or disadvantage you by reason of the amount of your contribution or your decision not to contribute. The Letter Carrier Political Fund 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. Contributions to the Letter Carrier Political Fund are not deductible for federal income tax purposes. Federal law prohibits the Letter Carrier Political Fund from soliciting contributions from individuals who are not NALC members, executive and administrative staff or their families. Any contribution received from such an individual will be refunded to that contributor. Federal law requires us to use our best efforts to collect and report the name, mailing address, name of employer and occupation of individuals whose contributions exceed \$200 in a calendar year.