

JOINING THE MAIL HANDLERS PAC

By Telephone

Dial 1-877-477-3273 and follow prompts.
When Prompted Press 1 for Postal Ease
When Prompted Enter your 8 digit employee ID #
When Prompted Enter your USPS PIN #
When Prompted Choose option #2 (Payroll Allotments)
When Prompted Choose Option #1 to select options
When Prompted Press #2 to continue
When Prompted Press # 3 to add allotment.
When Prompted Enter 054001220 (routing #)
Enter 11260001____-____-____ (last 9 digits are your
SS# which allows us to identify you as the PAC contributor)
Press #1 if correct
When Prompted Press #1 for checking
When Prompted input bi-weekly dollar amount
Press # 1 if correct
When Prompted Press #1 to process
Record confirmation #
Record start date.

Postal Ease through the Internet

Got to www.liteblue.usps.gov
Enter your Employee Identification # and USPS PIN #
Follow the link to PostalEase
Re-enter your Employee Identification # and USPS PIN #
Follow the link to Payroll Allotments/NTB
Continue to the Allotments section
Your routing Transit No. 054001220
Your account #11260001____-____-____ (last 9 digits are your
SS# which allows us to identify you as the PAC contributor)
Account type will be checking
Input the amount of the bi-weekly allotment.
Click the validate button
Click the submit
Print confirmation page.

*Or Send a check directly to
the*

*Mail Handlers PAC
PO Box 65171
Washington DC 20035*