

Step By Step Instructions to Set Up An Allotment

1. Go to: **liteblue.usps.gov**
2. Enter: Employee ID
USPS Password
3. At **Employee Apps – Quick Links**, click on **PoastalEASE**
4. Enter **“I Agree”**
5. Enter: Employee ID
Password
6. In Left Hand Column – **Payroll**, click on **Allotments/Payroll Net To Bank**
7. Enter **“Continue”**
8. Enter **“Allotments”**
9. In Allotments Tab 1, 2 or 3 (Depending if you have other allotments)

ROUTING TRANSIT # : 011900445 (It will enter Bank of America)

ACCOUNT # : CGS0680 _____ (Your S.S.#)
ACCOUNT TYPE : SAVINGS
AMOUNT : \$ _____

You will then be issued your confirmation. Please copy this down and print a copy for your records.

CONFIRMATION NUMBER

PAY PERIOD

PAYROLL DATE BEGINS