## How To Obtain / Retrieve Your USPS PIN

The phone number for PostalEASE is: 1-877-477-3273

To retrieve your USPS PIN follow these instructions:

- 1. Dial **1-877-477-3273**
- 2. **Press 1** when prompted, enter your Employee ID printed at the top of your earnings statement.
- 3. When prompted for your PIN, pause and then **press 2**. Your USPS PIN will be mailed to your address of record the next business day.

Additionally, you may...

If you've forgotten your PIN, go to <u>www.liteblue.usps.gov</u> and click on Forget Your PIN? Enter your eight-digit Employee ID, which is printed at the top of your earnings statement. Choose a new PIN immediately with self-service PIN reset — just follow the instructions.

You can also request your PIN by using an employee self-service kiosk. Click on Employee Self-Service, then PostalEASE, and follow the instructions.