# Contribute to APWU COPA Using *PostalEASE* Online

1.  Add your Social Security number to the 8-digit COPA account number below. This 17-digit number will enable the APWU to identify this contribution as having come from you.

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2.  Access *PostalEASE* online by going to *liteblue.usps.gov*. You will need to enter your Employee ID number and your USPS PIN number. Once you have entered this information, click "Submit." (To obtain your PIN: Call 1-877-477-3273. Press #1 for *PostalEASE.* When prompted, enter your Social Security number. When prompted for your PIN, pause, then press #2. Your PIN will be mailed to your address of record the next business day.)

3.  The next screen that will appear is the *PostalEASE* Employee Main Menu. In the first column ("Payroll") click on "Allotments/Payroll Net to Bank."

4.  Under the "Welcome to Allotments/Net to Bank Application" menu, click "Allotments."

5.  Your name should now appear in the upper left corner with three spaces for allotments. If you have existing payroll allotments, they will be listed under "Current Information." Click "Add a New Allotment."

6.  Enter the following information to add a new allotment:
    a.  Routing transit number: 054001220
    b.  Account number: Enter the 17-digit number in Step 1, above. (**29320001** followed by your account number.)
    c.  Account type: Select "Checking" from the drop-down menu. This refers to the APWU COPA checking account into which your contribution will be deposited.
    d.  Amount: Enter the amount you wish to contribute to COPA every pay period.

7.  Once you have entered all of the above fields, click "Validate."

8.  A final screen will appear which will provide you with a confirmation number, the effective date of your new allotment, and the date on which your paystub will show your new allotment.