



PostalEase: Direct Deposit (Allotment) Instructions

Postal Employees will need:

- Your **Employee ID**. It is the 8-digit number printed on your earnings statement.
- Your **USPS PIN**. It is a 4-digit number mailed to you when hired.

Dial 1-877-4PS-EASE (1-877-477-3273)

1. **Press 1** for PostalEASE.
2. When prompted, enter your 8-digit employee identification number.
3. When prompted, enter your USPS PIN. Note: if you do not know your USPS PIN, pause, then **press 2**. Your USPS PIN will be mailed to your address of record the next business day.
4. **Press 2** for payroll options.
5. **Press 2** for a payroll net to bank, direct deposit. (**Press 1** for allotments).
6. **Press 2** to continue.
7. **Press 2** to make changes to an existing distribution **or Press 3** to add a new distribution or allotment. Note: if you already have a postal direct deposit you must revise the existing one to ensure no lapse in automatic payroll deposit. Follow steps below.
8. Enter Eagle CU's 9-digit routing number: **3 2 2 2 8 1 9 9 2**
9. **Press 1** to continue.
10. **Press 1** to enter your account number.
11. Input the following account number:

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12. **Press 1** if correct.
13. Choose one of the following: **Press 1** for Checking; **Press 2** for Savings. (Enter the dollar portion; input cents portion \$____, allotments only).
14. Choose one of the following: **Press 1** if correct & you want to process; **Press 2** to re-enter. Note: you will not be able to make any changes for two pay periods.
15. Record the following: Confirmation #:
Pay Period: ____ Pay Period Date: ____.
16. Choose one of the following: **Press 1** to repeat; **Press 2** to continue.
17. **Press 9** to end the call.