2023 Step by Step guide on signing up for LCPF via LiteBlue/PostalEASE

Members must use their own devices to sign up for LCPF now with utilizing the Multifactor Authentication (MFA)

This process also must be used for increasing your contribution.

1. Go to LiteBlue and sign in via Multifactor Authentication (MFA) & enter Employee ID # (EIN) & click **Next**.
2. Enter your password and click **Verify**.
3. Depending on how you set it up the MFA you will be sent a code via cell phone, email or the Okta Verify App. **Enter the code**.
4. Once in LiteBlue scroll to Employee Apps and Click **PostalEASE** – then click **I Agree.**
5. Depending on how you set up the MFA you will be sent another code via cell phone, email, or the Okta Verify App.
6. You will immediately be promoted to the **PostalEASE Employee Web Main Menu**
7. Click on **Allotments/Payroll Net To Bank** (top left selection, under Payroll)
8. Click **Continue**
9. Click **Allotments**
10. On this page **(whether signing up for the 1ˢᵗ time or increasing your contribution)** you will enter the following information:
    a. **Routing #: 064000017**
    b. **Account #: 1ˢᵗ 7 digits of your Postal Record # followed by 0034952535.**
    c. **Account type: Checking (it will be their paycheck, it just couldn't be worded that way**
    d. **Amount: Whatever amount they select per pay period, make sure to use a decimal point and two zeros after the dollar amount**
    e. **Scroll down to bottom of page & click Validate.**
11. The next screen is a snapshot of the confirmation, it should say Regions Bank with the numbers you previously input **(double check &make sure all the #'s are correct),** then click **Submit**
12. Should have a green box with a confirmation number, and the pay period the allotment will start. **Please be sure to take a screenshot of this page. Send that screenshot to your LPO or branch member who signed you up.**
13. The purpose of the screenshot is to ensure everything was entered correctly. The transaction page gives you the pay period it will be processed, the paycheck date it will reflect on, and a confirmation #, but if any number is missing or entered incorrectly the transaction will NOT go through. Instead you will RECEIVE a check for the designated amount in the stated pay period.