Maintaining Up-to-Date Personal Information

Employee Instructions

Background

Employees should update several components of their personal information whenever changes occur. By maintaining accurate name and contact information, the Postal Service will be able to share important communications directly with you when the need arises.

The below instructions discuss how to update your address, emergency contact, name, and email address.

Address of Record	- Navigate to Liteblue.usps.gov - Sign in utilizing your EIN, Self Service Profile (SSP) password, and Multifactor Authentication (MFA) - Select "Apps" at the top of the screen - Select "Change address" - Select "Mailing Address" and follow the prompts
Emergency Contact	- Navigate to Liteblue.usps.gov - Sign in utilizing your EIN, Self Service Profile (SSP) password, and Multifactor Authentication (MFA) - Select "Apps" at the top of the screen - Select "Change address" - Select "Emergency Contact" and follow the prompts
Name Change	- Navigate to Liteblue.usps.gov - Sign in utilizing your EIN, Self Service Profile (SSP) password, and Multifactor Authentication (MFA) - Select "Apps" at the top of the screen - Select "Change name" and follow the prompts
Email Address	- Navigate to Liteblue.usps.gov - Select "Setup SSP Account" under Sign in - Enter SSP and sign in with your EIN and SSP Password - Select "Manage Email" - Enter your new email and select "Update Email"