

Mid-Carolinas District

uspsnewsbreak

September 10, 2018

How to Update Emergency Contact Information

It is essential that employees update their current information in their eOPF (electronic Official Personnel File). Updated information makes it possible for your manager or supervisor to contact you in any emergency situation – including the aftermath of a hurricane or other hazardous weather events.

Here are your options to update your contact information:

Blue (Postal Service Internal Website) - All employees who have access to Blue may change their mailing and residential address and emergency contact information. To change your address:

- Select “Log On” from the upper left of the Blue.
- Log on with your ACE ID and password. Be sure the welcome screen has your name on it.
- Select the tab labeled “My Life.” Under this tab on the right side of the page is the heading “My Profile.”
- Look for the two links titled “Address/Phone” and “Emergency Contact.” Select “Address/Phone.”
- Select the “Address” type from the drop down menu and click on the “Change” button. Update your emergency contact as necessary.
- Make the desired changes and click “Save.”

LiteBlue

- Log on to the *LiteBlue* home page <https://liteblue.usps.gov>
- Click “Change of Address/Phone/Emergency Contact” under Employee Resources on the right side of the page.
- Click “Edit.”
- Change any necessary information (residence and mailing addresses, emergency contact) or add a contact.
- Click “Review” and then click “Save.”

Human Resources Shared Service Center (HRSSC) -- Call 1-877-477-3273, and then press Option 5. Validate your identity with your Employee Identification Number (EIN) or Postal Identification Number (PIN), and then select Option 9 to speak to a service representative. Your EIN is on your paycheck stub.

Personnel kiosk: Look for a tab titled “Present Job Info/Change of Address” on the kiosk’s main web page.

In an emergency situation, the Postal Service may need to contact employees to verify that they are safe. The only way we can do that is by calling you on your phone number of record. In urgent situations, we may also conduct a home visit to verify that you are safe.

Unfortunately, information on file is not always up-to-date. Telephone numbers may not be current. And, sometimes the home address on file is a post office box. While that is correct as a mailing address, it would not be enough information to conduct a home visit to verify that you are safe under urgent – perhaps life-threatening – situations. Home visits were done in some situations, for example, following Hurricane Sandy.

PLEASE COPY AND POST ON ALL EMPLOYEE BULLETIN BOARDS.

PUBLISHED BY PUBLIC AFFAIRS & COMMUNICATIONS, MID-CAROLINAS DISTRICT

USPS EAGLE SYMBOL AND LOGOTYPE ARE TRADEMARKS OF THE UNITED STATES POSTAL SERVICE. ALL RIGHTS RESERVED.

If information isn't accurate in your work file, we then reach out to whomever you have designated as your emergency contact. That information, too, may change over time.

Employees are encouraged to make any needed updates immediately.

###