

***Mid-Carolinas District***

# ***uspsnewsbreak***

**September 6, 2017**

## **How to Update Emergency Contact Information**

Does the Postal Service know how to get in touch with you? USPS needs accurate contact information for all its employees to make sure you're okay in case of an emergency or to reach you with facility and job updates.

Employees can update their addresses, phone numbers and emergency contacts online, anytime, on [LiteBlue](#) or [Blue](#).

Here's how:

Log on to [LiteBlue](#) using your Employee ID and USPS PIN. Then, click on the "My HR" tab at the top of the page. Select "Change of Address/Phone/Emergency Contact." Click "Edit" to change information or select "New Emergency Contact" to add an additional contact. When you're done, click on "review and/or save."

To change your mailing and residential address and emergency contact information using [Blue](#), use the "Log On" link located at the upper left of the Home Page. Enter the site using your ACE ID and password.

Make sure the welcome screen has your name on it. Select the "My Life" tab. Under this tab, on the right side of the page is the heading "My Profile." Select "Change of Address/Phone/Emergency Contact." Click "Edit" to change information or select "New Emergency Contact" to add an additional contact. When you're done, click on "review and/or save."

###

**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.