

HOW TO...

Set up your self-service password using the *New Self-Service Profile (SSP) Application*

1. Log on to ssp.usps.gov from your web browser or click the SSP Application link on the Blue and LiteBlue home pages.

2. Click on the Enter SSP button.

The Self-Service Profile Login screen will display.

3. Enter your 8-digit Employee Identification Number (EIN) which is printed at the top of your pay stub.

Enter your temporary password which is printed in the top right hand corner of this letter, under your name.

Click Sign In. The Self-Service Profile - Initial Setup screen will display.

4. Create and confirm your self-service password. General information and the password rules will be displayed. Your self-service password must contain at least one character from three of the following four types: Numbers 0-9, lowercase English letters a-z, uppercase English letters A-Z, or special characters !@%\$^*_+~. The length of the password must be 8 to 16 characters.

Click the Next button.

5. Select two Security Questions and enter your answer to each question.

The Security Answers are not case sensitive. Click the Next button.

6. Enter and confirm your email address. Providing an email address is optional, however, we strongly recommend that you furnish one to expedite the process for requesting or resetting your self-service password in the future. You will be given the option to receive SSP Application information and change notifications, such as changes to your self-service password or USPS PIN, via email or First-Class mail. Once your profile is created, you will be able to log into the SSP application to add or change your email address.

Click the Next button.

***Reminder: An email confirmation link will be sent to the address entered. Click the verification link in the email within 72 hours.

7. The Confirmation Tab will display. Check for any error messages and make corrections. Click the Back button as necessary. Click on the Submit button.

8. The Initial Profile Setup pop-up window will display.

Click OK and the application SSP Profile page will display.

9. From the SSP Profile page you can review or change your self-service password, 4-digit USPS PIN, Security Questions, email address, or you can log out.

10. You have now created your self-service password.

Reminder: Effective April 28, 2014, you will only be able to log on to any USPS self-service web application or USPS *LiteBlue* by entering your EIN and self-service password.

Note: Use the Self-Service Profile Application (SSP) to change or reset your USPS PIN. The PIN will still be used to access self-service applications (Job Bidding, Employee Self-Services, leave requests) using the telephone via the Interactive Voice Response (IVR) system.

HOW TO... Set up your Self-Service Profile in the New Self-Service Profile (SSP) Application

Step 1 - 2

Step 3

Step 4

Step 5

HOW TO...

Set up your Self-Service Profile in the New Self-Service Profile (SSP) Application Forgot Password?

Step 6

UNITED STATES POSTAL SERVICE® SELF-SERVICE PROFILE SSP

March 19, 2014 Help FAQs Logout

Self-Service Profile Setup

Welcome to your Self-Service Profile (SSP) Application

The SSP application allows employees to establish and/or update the identification components used to access the Postal Service's Self-Service applications

You are required to change your password and select two (2) security questions and answers. You may enter an Email address if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (**)

The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete

[Set Password](#) [Set Security Questions](#) [Set Email Address](#) [Confirmation](#)

Optional: Set Your Email Address

* Email Address is an optional field. If you choose to enter your Email address, it will remain private. The only messages you receive will be related to changes you make to your personal profile. If you choose not to enter an Email address, all communication regarding your Self-Service Profile will be communicated by First-Class Mail

Privacy Act Statement: The information you provide will be used to authenticate your identity for purposes of accessing postal information systems. [Read More](#)

Email:

Confirm Email:

Skip Email and update later:

[Back](#) [Next](#)

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Step 8

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[Set Password](#) [Set Security Questions](#) [Initial Profile Setup](#)

Confirmation

Password: *****

Question 1: What street did you live on in third grade?

Answer 1: test

Question 2: What school did you attend for sixth grade?

Answer 2: test

Optional Email: test.email@usps.gov

[Submit](#)

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Step 7

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The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete

[Set Password](#) [Set Security Questions](#) [Set Email Address](#) [Confirmation](#)

Confirmation

Password: *****

Question 1: What street did you live on in third grade?

Answer 1: test

Question 2: What school did you attend for sixth grade?

Answer 2: test

Optional Email: test.email@usps.gov

[Submit](#)

[Back](#)

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Step 9

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Self-Service Profile Setup

Welcome to your Self-Service Profile (SSP) Application

The SSP application allows you to establish and/or update the identification components you use to access the Postal Service's Self-Service applications

You can manage your profile by selecting the tabs below. This page provides you with a summary of what you have set up, and when you set it up. Through the tabs it also allows you to create a new password and to add, update, or delete your Email address. The Manage PIN tab allows you to update your PIN. The Manage Challenge Questions tab allows you to update your challenge questions and answers. These are the questions you need to answer if you forget your password.

[Profile Summary](#) [Manage Password](#) [Manage Email](#) [Manage PIN](#) [Manage Security Questions](#)

Function	Set	Last Updated
ANSWER # 1	Yes	03/18/2014 14:18:37
ANSWER # 2	Yes	03/18/2014 14:18:37
EMAIL	Yes	03/18/2014 14:20:26
PIN	Yes	03/18/2014 18:10:31
PASSWORD	Yes	03/18/2014 14:10:49
SECURITY QUESTION # 1	Yes	03/18/2014 14:18:37
SECURITY QUESTION # 2	Yes	03/18/2014 14:18:37

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