To reset a PIN via SSP, employees should visit <u>ssp.usps.gov</u>.

- Note: The SSP website cannot be accessed from a mobile device (tablet, cell phone, iPad). Additionally, the computer must have Internet Explorer 8 (IE8) or higher, or it will not allow you to update the profile
- 1. Click Enter SSP



- 2. Enter the 8-digit Employee ID and Password and click Sign In
 - **Remember:** The Self-Service password is the same password that you use for liteblue

POSTAL SERV	TES //CE =		SELF-SERVICE PROFIL
bruary 14, 2018	s	Self-Service Profile	NO .
	Sign In To SSP	New to 55P? This is the pace to: - Create your Self-Senace Prote - Update your Self-Senace Prote - Update your Self-Senace Protein - Add or edit security questions - Add or edit security questions The Self-Senace Password is different from your ACE password. This is use with HR online applications. Your PNI is now only used for NR transactions. "This helps changes to your profile to take effect much more quickly. Y have to wait for the Freit Class lefter to annee before continuing the cha	s for fou world rege
Privacy Policy	Brought to y	ou in pathenologi by HRSISC and the Eagan (TSIC V2019-252-Internet Explore 7-7 d	

3. Select the Manage PIN tab

Profile Summary Manage Password Manage Email Manage PNI Manage Security Question Function Set Set Set ANSWER # 1 Ym Ym Ym ANSWER # 2 Ym Ym FASSWORD Ym Ym FN Ym Ym SECURITY QUESTION # 1 Ym	
Function Set ANSWER # 1 Yes ANSWER # 2 Yes EMAL Yes PASSWORD Yes PN Yes SECURITY QUESTION # 1 Yes	
ANSWER #1 Ym ANSWER #2 Ym EMAL Ym PASSWORD Ym PN Ym SECURITY QUESTION #1 Ym	Last Updated Date (24 HR Format - Central Time Zone)
ANSWER # 2 Yes EMAL Yes PASSWORD Yes PN Yes SECURITY QUESTION # 1 Yes	10/27/2015 08/20:54
EMAL Yes PASSWORD Yes PN Yes SECURITY QUESTION # 1 Yes	10/27/2015 08/20:54
PASSWORD Ym PN Yes SECURITY QUESTION #1 Yes	07/29/2014 16:16:57
PIN Yes SECURITY QUESTION #1 Yes	08/23/2016 09:45:57
SECURITY QUESTION # 1 Yes	07/19/2017 07:55.31
	10/27/2015 08:20:54
SECURITY QUESTION #2. Yes	10/27/2015 08:20:54
* If polve recently submitted and verified a new Email address, you may need to logost an	log back into SSP to see the Email component set to Yes in the Profile Summary

4. Enter your Current SSP Password

5. Enter your **NEW** 4-digit **PIN** of choice, and **Confirm PIN** by re-entering it

POS	TED STATES					SELF-SERVICE PROFILE
February 14, 2018 Welcome to The SSP ap You can ma or delete you Ringet your p	Self-Service Profile (SSP) ploation allows you to establ rage your profile by selecting ir Email address. The Manag answord.	ish and/or updale the id g the tabs below. This p ge PIN tab allows you to	tertification compo age provides your o update your PNN	nenth you use to access the Postal Se eth a summary of what you have set o The Manage Security Questions tab a	ervice's Self-Service applicatio gp, and when you set it up. Thy alows you to update your secu	Net Lagrant Mile mugh the table if also allows you to create a new passeword and to add, update, any questions and answers. These are the questions you need to answer if you
Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security Questions		
If your USPS Current SSP Pass New PIN: Confirm PIN:	PN has been reset for an	ny reason, you can ch	ange it to anothe	r bur digit number af your choice.		

6. Click on **Update PIN**. A pop-up message will appear stating **Successfully updated PIN**. The *new* **PIN** can be used immediately

POST	ED STATES AL SERVICE ®					SELF-SERVICE PROFILE
February 14, 2018 Welcome to S The SSP app You can man or delete your forget your pa	ell-Service Profile (SSP) ication allows you to establ age your profile by selectin Email address. The Mana seword	ish and/or update the g the tabs below. This ge PIN tab allows you t	dentification compo page provides you i to update your PN	nents you use to access the Postal Ser eth a summary of what you have set of The Manage Security Questions tab at	veor's Self-Servce applications. p. and when you self 4 up. Through the table it lows you to update your security questions a	Help Logout also allows you to create a new password and to add, opdate, nd answers. These are the questions you need to answer if you
Profile Summary	Manage Password	Manage Email	Manage PIN	Manage Security Questions		
Your PIN will 5 If your USPS F Successfully update Current SSP Passe New PIN: Confirm PIN:	e used to access the US VN has been reset for an ed PIN word Update PIN	PS interactive Voice in reason, you can d	Response (VR) hange it to anothe	telephone lines, the US Postal Serv	ce Engloyee Service Line at 1477-477	3273, and the USPS Job Bidding line at 1-806-222-2415.
				Brought to you in partnership by HRS	SC and the Eastan (TSC	
Privacy Policy				V2079-252-Internet Exp	planer 7-7 0	