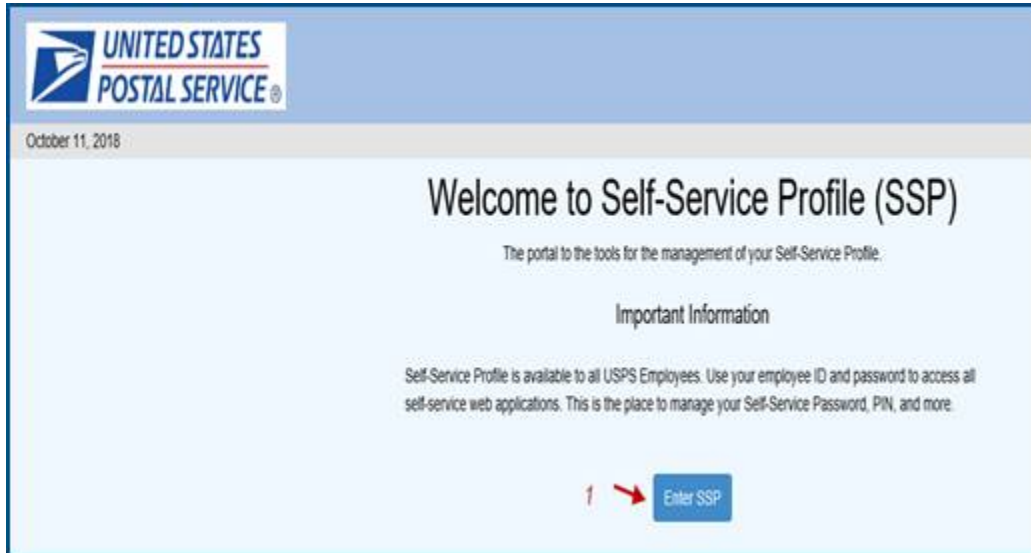To reset a PIN via SSP, employees should visit *ssp.usps.gov*.
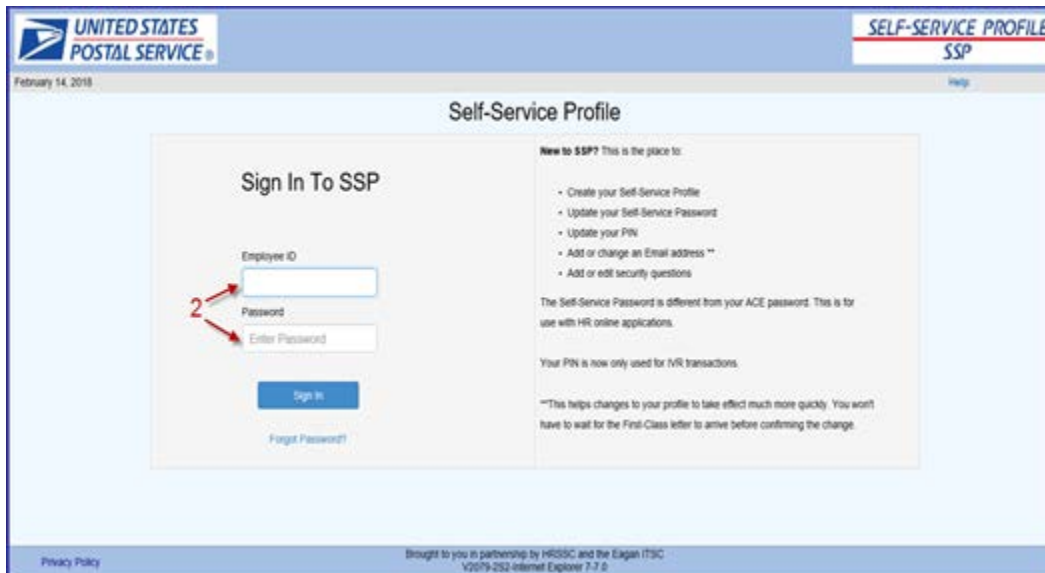
- **Note:** The SSP website cannot be accessed from a mobile device (tablet, cell phone, iPad). Additionally, the computer must have Internet Explorer 8 (IE8) or higher , or it will not allow you to update the profile

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

3. Select the **Manage PIN** tab

4. Enter your **Current SSP Password**

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

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