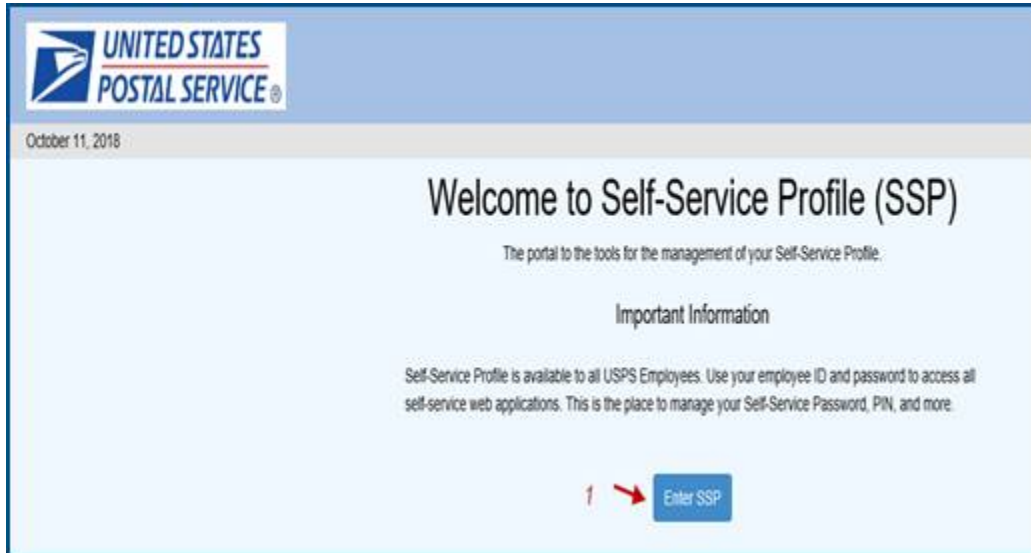


To reset a PIN via SSP, employees should visit ssp.usps.gov.

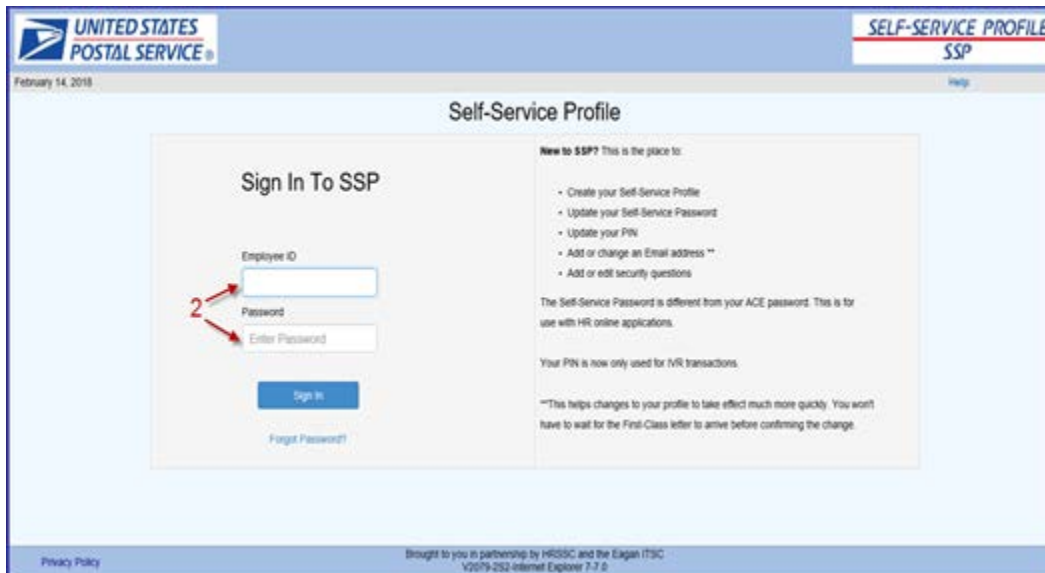
- **Note:** The SSP website cannot be accessed from a mobile device (tablet, cell phone, iPad). Additionally, the computer must have Internet Explorer 8 (IE8) or higher, or it will not allow you to update the profile

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

UNITED STATES POSTAL SERVICE® SELF-SERVICE PROFILE SSP

February 14, 2018 Welcome to Self-Service Profile (SSP)

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 Security Questions tab allows you to update your security 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 Date (24 HR Format - Central Time Zone)
ANSWER # 1	Yes	10/27/2015 08:20:54
ANSWER # 2	Yes	10/27/2015 08:20:54
EMAIL	Yes	07/29/2014 16:16:57
PASSWORD	Yes	08/23/2016 09:45:57
PIN	Yes	07/19/2017 07:55:31
SECURITY QUESTION # 1	Yes	10/27/2015 08:20:54
SECURITY QUESTION # 2	Yes	10/27/2015 08:20:54

* If you've recently submitted and verified a new Email address, you may need to logout and log back into SSP to see the Email component set to Yes in the Profile Summary.

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4. Enter your **Current SSP Password**

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

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Profile Summary Manage Password Manage Email **Manage PIN** Manage Security Questions

- Personal Identification Number (PIN) Requirements: PIN must be numeric for a length of four.
- Your PIN will be used to access the USPS Interactive Voice Response (IVR) telephone lines, the US Postal Service Employee Service Line at 1-877-477-3273, and the USPS Job Bidding line at 1-800-222-2415.
- If your USPS PIN has been reset for any reason, you can change it to another four digit number of your choice.

Current SSP Password: ← 4

New PIN: ← 5

Confirm PIN: ← 5

Update PIN

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

UNITED STATES POSTAL SERVICE® **SELF-SERVICE PROFILE**
SSP

February 14, 2016 [Help](#) [Logout](#)

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

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Successfully updated PIN

Current SSP Password:

New PIN:

Confirm PIN:

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