



Changing your HSPS Roster information

(Aid to Navigation)

You can now make changes to your member profile (roster information) in the USPS database. Here's how:

PINs & Security
PIN Documentation
Manage Your Security Information
Logon as A USPS member
Logoff
PIN Help Videos
NEW - District Officer's Broadcast Tool

Information Center Documentation
Help Document

- ← ○ Go to www.usps.org
- On the home page, click on "Member Stuff" and then "Log On." Log on using your certificate number and pin number.
- ← ○ On the "Successful Log In" page, click on "Manage your own profile" (red arrow pointing to that topic on information bar).
- ← ○ Your profile will then appear. To make changes click "use website data" and then make your changes in the boxes provided. When complete, click "update now" and your profile will be updated.

Recent changes in Security and Log On procedures

You can still log on using your certificate number and zip code, however, you must log on at a higher level of security before you can access member information, including your member profile. This requires selection of a security question, and answer, plus logging in with your pin number instead of your zip code. **Your pin number was sent with your membership card.**

Membership Information
By Name or Certificate
By Email Content
Manage Your own profile
Online OD-1 Form
Online OD-2 Form
Online New Member Registration

- ←
- ### Procedure for selecting a Security Question and Answer
- Go to www.usps.org
 - Log on as USPS member (green arrow), using certificate number and zip code.
 - Click on "Manage your Security Information" (blue arrow).
 - Click on Add a Question; select a Question and click continue, then select your Answer and click continue. Log off (black arrow). Store your question and answer in a safe place.

Procedure for getting your Pin if you don't have it

Other Tools
USPS WebGate



Check an email Address
Manage Email Status
WebMaster Tools

- Log on as USPS member (green arrow) using your certificate and zip code.
- Select your Security Question and Answer, as above and then click, Log Off (black arrow).
- Click on "Manage your Security Information" (blue arrow).
- Request that your Pin be emailed.
- Click on I know my Security Question.
- Select your Question and click continue.
- Answer the question and click continue.
- Your Pin will be sent to your email address of record in the national membership database.

You may now log on with your certificate and pin number, and edit your member profile per the first section above.