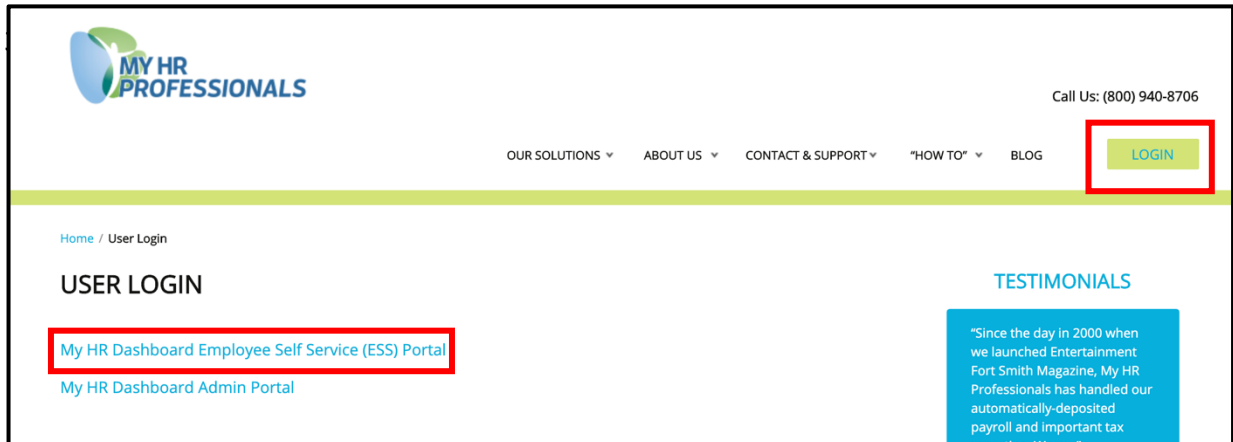


Employee Self Service: Updating Tax Information

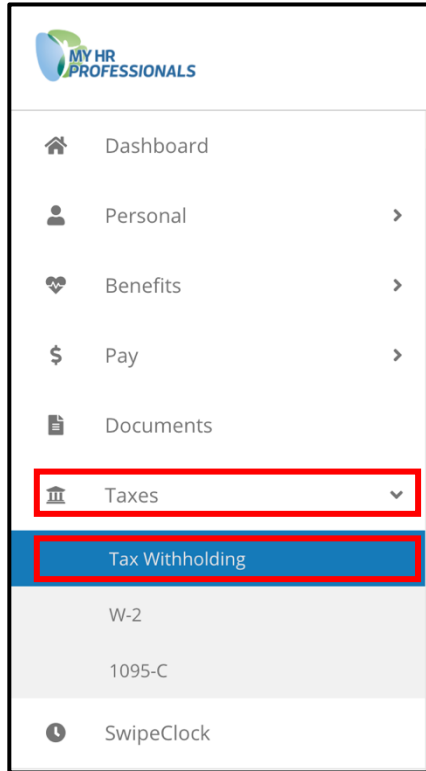
1. Go to www.myHRprofessionals.com
2. Click on “Login” and under **User Login** select “My HR Dashboard Employee Self Service (ESS) Portal”



The screenshot shows the My HR Professionals login form. At the top left is the logo. Below the logo are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'NOTICE' box with text: 'NOTICE: Our system recently rolled out a global security update, resetting devices used to access employee portals. If you receive a message that contact information is missing, please contact My HR Pros at 800-940-8706 for assistance.' Below the notice are two buttons: 'Log In' (blue) and 'Register' (grey). Below the buttons are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom left is a 'Language' dropdown menu set to 'English'.

3. Enter the Username and Password you created.
If you are a new user, please request the self-service directions so you can register as a user.

4. Click the blue “Log In” button and now you are successfully logged in for Employee Self Service!



5. On the left-hand side of the screen, select “Taxes” and then “Tax Withholding”

Update Federal Tax (if Applicable):

Filing Status, Allowances, Additional Withholding

Update State Tax (if Applicable):

Filing Status, Allowances, Additional Withholding

MY HR PROFESSIONALS

Dashboard > Tax Withholding

Tax Withholding

Federal Tax

Additional Withholding (per paycheck)

Allowance

Filing Status
Single or Married, but withhold at higher Single rate ▾

AR State Tax - Resident

Total Exemptions

Additional Amount (per paycheck)

Filing Status
Married Filing Jointly ▾

Tax Table
Select Status ▾

Save

About | Privacy | Lang: English