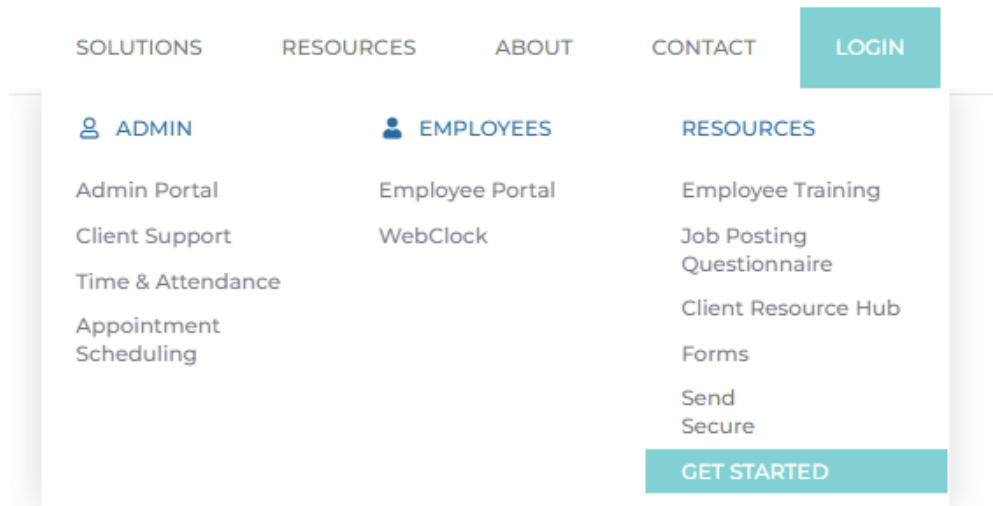




# MY HR PROS

## Employee Self Service: Updating Tax Information

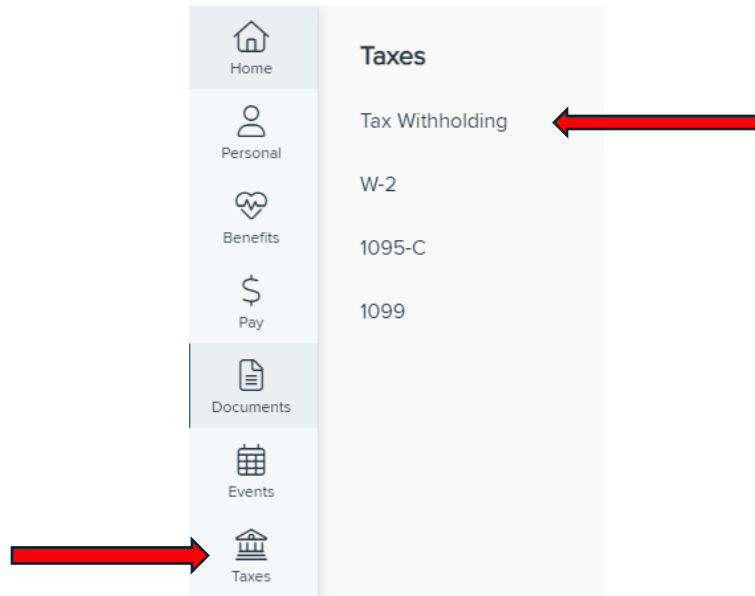
1. Go to [www.myhrprofessionals.com](http://www.myhrprofessionals.com)
2. Click on “**Login**” and Select “**Employee Portal**”



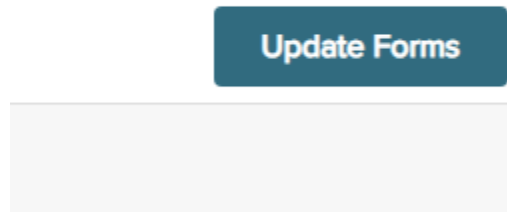
3. Enter the Username and Password you created.

*If you are a new user, please request the self-service directions so you can register as a user.*

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



5. Click on Update Forms



6. Click the Start Button

## Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

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Please select which sections you would like to complete:

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**Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate.**

**Federal**

**Arkansas** (resident)

Selected: 2 out of 2 jurisdictions

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