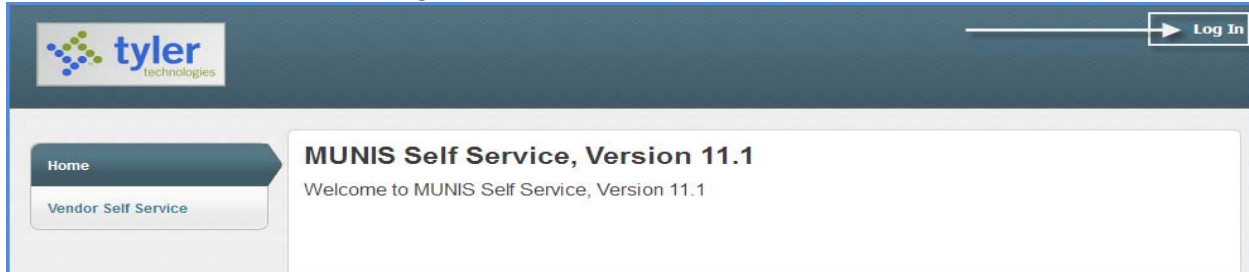


# To change your W4

To login to Tyler Munis Employee Self Service (ESS) type the following URL:

<https://munisselfservice.mcisd.net/mss/>

Once there, click on the words "Log In" as shown below



Fill in the details shown below:

Your User ID is your Employee ID and your Initial Password is the last four digits of your SSN

A screenshot of the login form. It has a title "Login" and two input fields: "Username" and "Password". The "Username" field contains the text "Type in your employee id" in red. Below the "Username" field is a link "Forgot your username?". The "Password" field contains the text "Type password" in red. Below the "Password" field is a link "Forgot your password?". At the bottom left, there is a link "If you forgot your password, click here" in red. At the bottom right, there is a "Log in" button. A red arrow points from the "Forgot your password?" link to the "Log in" button.

Once you login, click on Pay/Tax Information

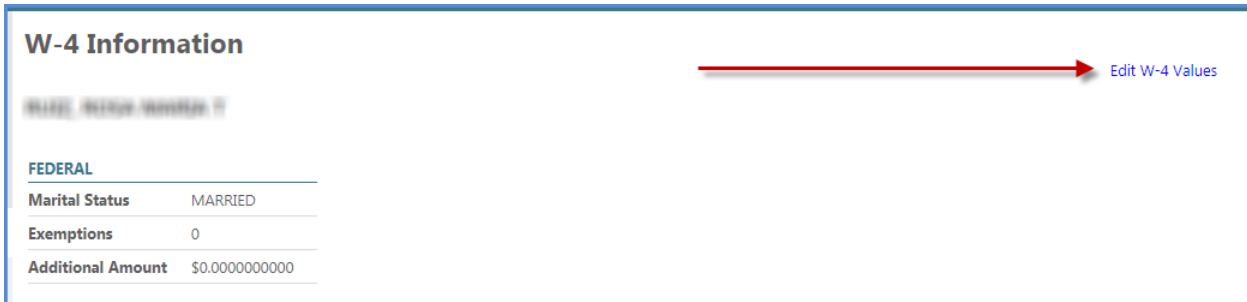


Then click on w-4



The image shows a vertical menu for Tyler Technologies. At the top is the Tyler Technologies logo. Below it are menu items: Home, Employee Self Service, and Certifications. A section titled "Pay/Tax Information" is highlighted in white. Under this section are: YTD Information, W-2, 1095-B, 1095-C, W-4 (highlighted in green), Paycheck Simulator, Salary Notification, Total Compensation, and Direct Deposit. At the bottom is a section for Personal Information.

Then click on Edit W-4 values in blue on the right hand corner



The image shows a "W-4 Information" form. At the top left is the title "W-4 Information". Below it is a table with the following data:

FEDERAL	
Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

On the right side of the form, there is a red arrow pointing to a blue link labeled "Edit W-4 Values".

Then use drop down arrow to change from Married to Single

Type in your new Exemption (dependent) Number

Type in additional amount if any wanted.

Then click on Under Penalties or perjury, I declare.....

Click on Continue

### Edit W-4

**FEDERAL**  
Marital Status

MARRIED

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

0

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Then a window with verification information will appear if everything is correct click submit.

### Edit W-4

**FEDERAL**  
Marital Status - MARRIED

If you are married but would like to withhold at the higher single rate, select "Single". -

Exemptions - 0

Additional Amount (\$) - 0.00

If your last name differs from your social security card, check here. - No

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete. - Yes

After you submit you have successfully changed your W-4.