

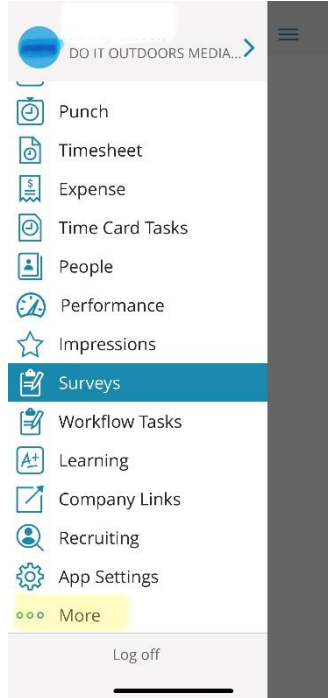


# Paylocity Employee Self Service

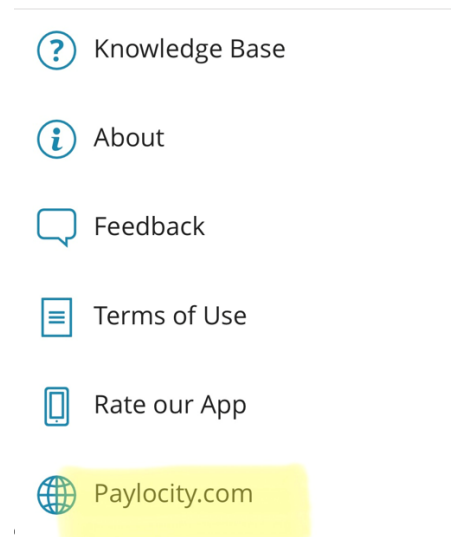
## Changing Personal Tax Information

➤ Sign into Paylocity app

1. Scroll to bottom of menu to < **...more** >

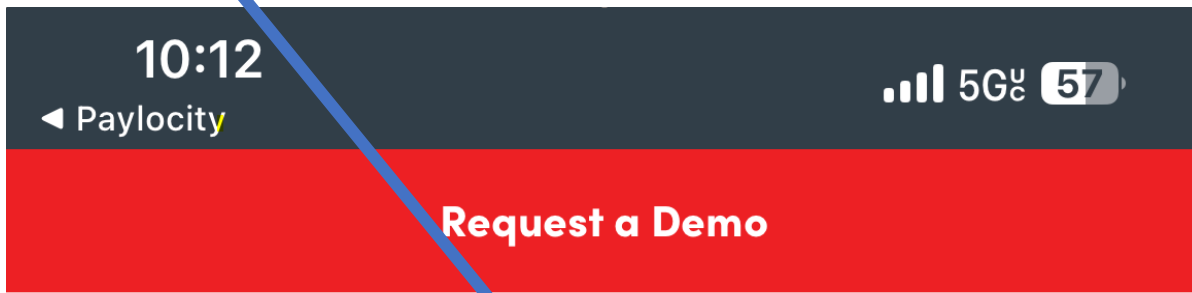


2. Click on **Paylocity.com**



This takes you to the Paylocity website via your mobile device. If using a computer, simply type **Paylocity.com** into browser and page/images are the same as follows.

➤ Click < login >

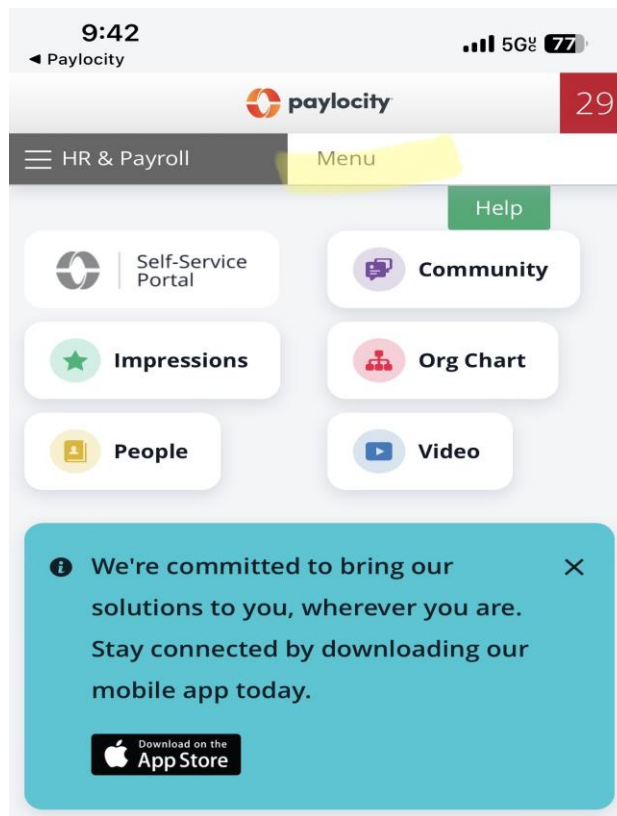


### i. Login with Company ID, Username & Password

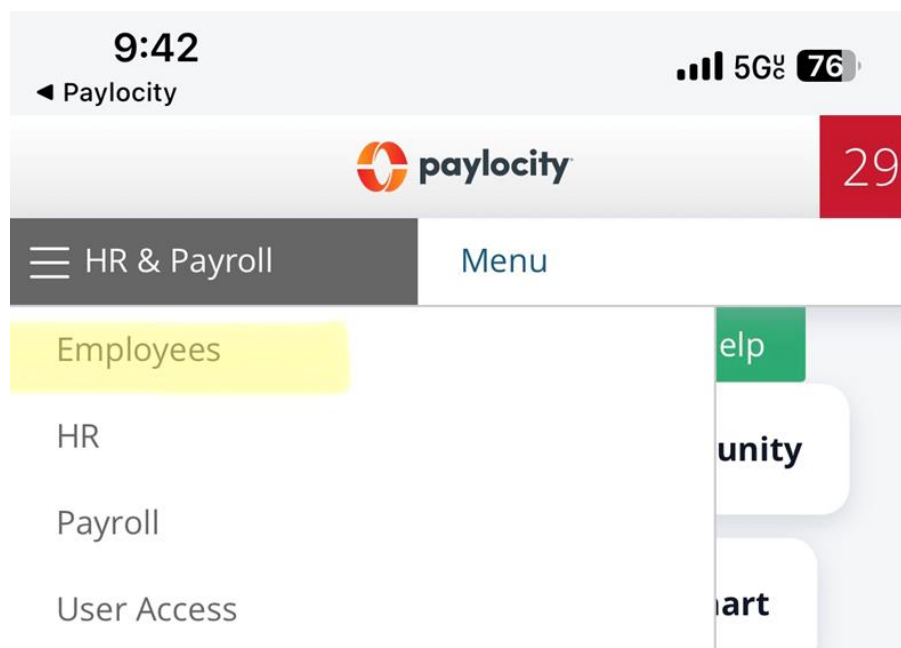
A mobile app login screen with a dark blue top bar showing '10:20', signal strength, 5G, and battery icons. The Paylocity logo and tagline are centered. A 'Help' link is on the right. Below are three input fields: 'Company ID' (containing '145891'), 'Username' (empty), and 'Password' (empty with an eye icon). An orange 'Sign in' button is below the fields. Below the button is the text 'Forgot your password or company ID?'. A horizontal line with 'or' in the center is below that. A rounded rectangle contains the text 'Sign in with Single Sign-On'. At the bottom is the text 'Register user'.

➤ This will be Paylocity mobile home screen

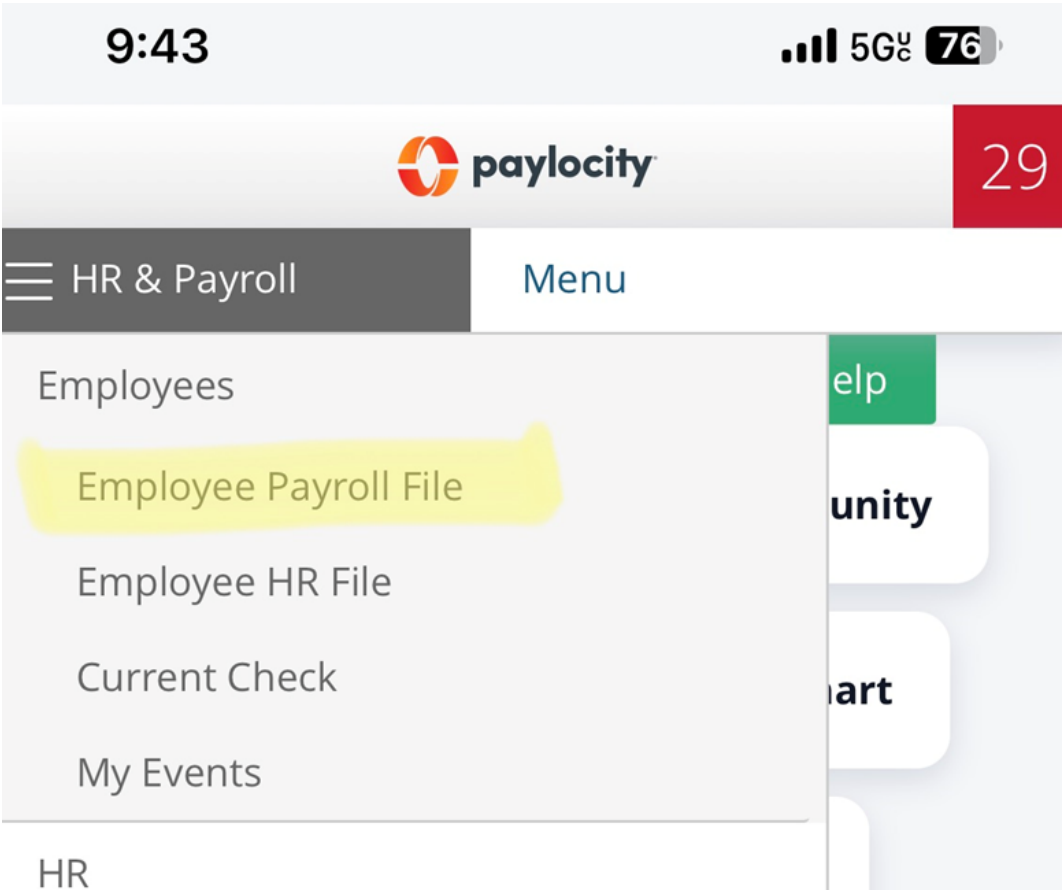
1. Tap < **Menu** >



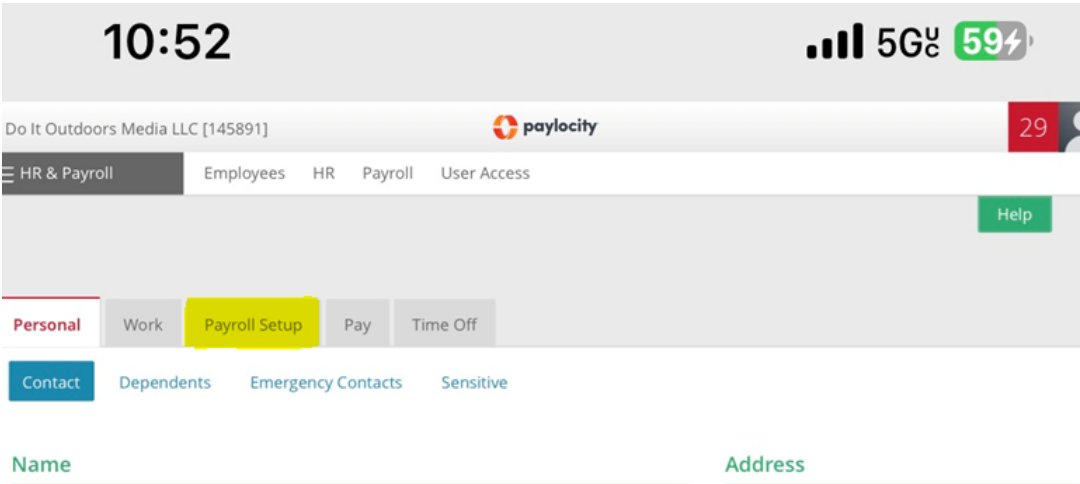
2. Select < **Employees** > from drop down menu



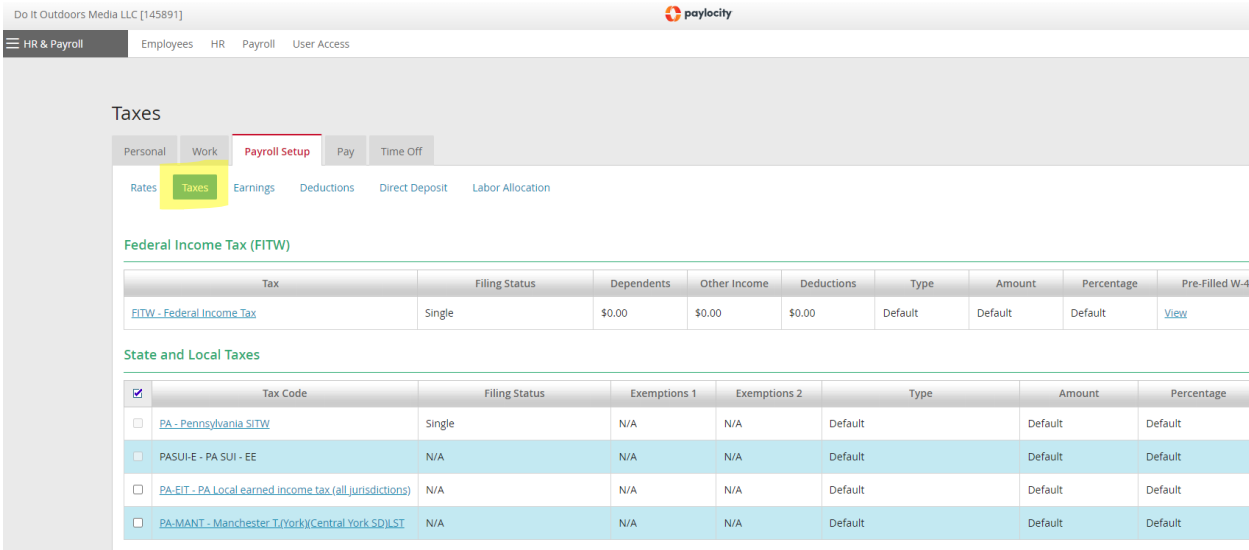
3. Select < **Employee Payroll File** > from drop down menu



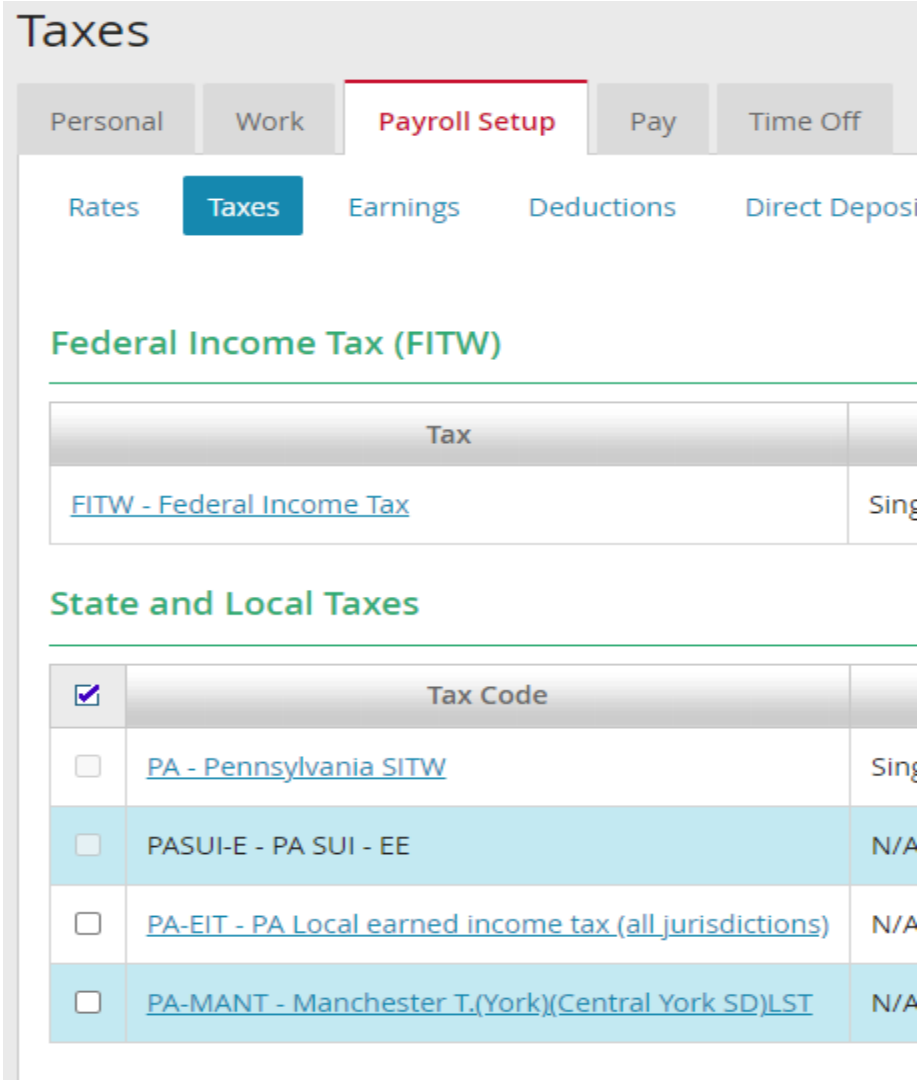
4. Select < **Payroll Setup** > tab



5. Select < Taxes > tab



6. Tap the tax document you want to change Federal or State and Local



# 7. You may then make necessary changes: Filing Status, Dependents, Extra Withholding, etc.

The screenshot shows the Paylocity HR & Payroll interface for 'Do It Outdoors Media LLC [145891]'. The 'Taxes' tab is active, and the 'Federal Tax Details' section is expanded to show 'FITW - Federal Income Tax'. A yellow circle highlights the 'W-4 Tax Form' section, which includes the following fields:

- Filing Status:** Single (dropdown menu)
- Multiple Jobs or Spouse Works (Line 2c):**
- Dependents (Line 3):** \$ 0.00
- Other Income (Line 4a):** \$ 0.00
- Deductions (Line 4b):** \$ 0.00
- Extra Withholding (Line 4c):** Default Amount (dropdown menu)
- Amount:** \$ 0

Additional information visible on the page includes a 'Notes' section with instructions on how to use the fields for 2019 or later forms, and a 'Blank Federal W-4 Form' link.