

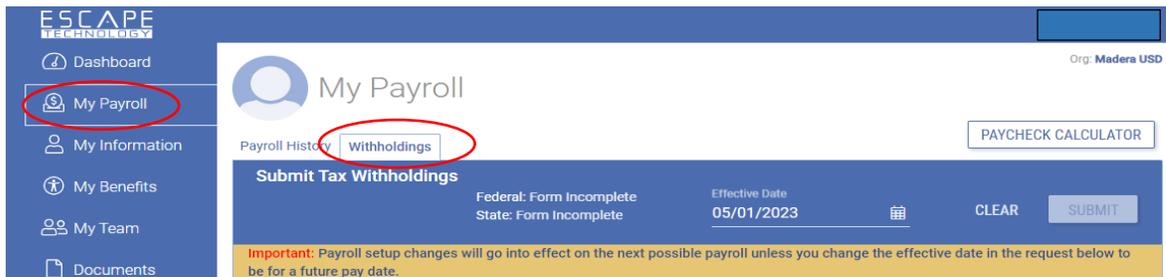
CHANGING TAX WITHHOLDINGS THROUGH THE EMPLOYEE PORTAL

1. Login to your Employee Portal - <https://eportal.mcsos.org/#/login>



The login page for Escape Technology features a blue header with the company logo. Below the logo are input fields for 'Username' and 'Password'. There are also links for 'Create new user?' and 'Forgot password?'. A 'SIGN IN' button is located at the bottom right of the form.

2. Click on My Payroll and Withholdings



The dashboard shows a navigation menu on the left with 'My Payroll' circled in red. The main content area has 'My Payroll' and 'Withholdings' tabs, with 'Withholdings' circled in red. Below the tabs is a 'Submit Tax Withholdings' section with fields for 'Federal: Form Incomplete', 'State: Form Incomplete', and 'Effective Date' (05/01/2023). There are 'CLEAR' and 'SUBMIT' buttons. A yellow warning banner at the bottom states: 'Important: Payroll setup changes will go into effect on the next possible payroll unless you change the effective date in the request below to be for a future pay date.'

3. Complete the forms. You can do the Federal, the State, or both.

Federal Tax Withholding

View complete W4 instructions

ELECTRONICALLY SIGN

State Tax Withholding

View complete DE4 instructions

ELECTRONICALLY SIGN

4. Confirm both forms are completed and Submit.



The confirmation screen shows 'Submit Tax Withholdings' with 'Federal: Form Complete' and 'State: Form Complete' circled in red. The 'Effective Date' is 05/01/2023. There are 'CLEAR' and 'SUBMIT' buttons, with 'SUBMIT' circled in red.

5. You'll see the message stating your tax withholding request has been submitted



The confirmation screen shows 'Submit Tax Withholdings' with 'Federal: Form Incomplete' and 'State: Form Incomplete'. Below this is a yellow banner with the message: 'Important: Payroll setup changes will go into effect on the next possible payroll unless you change the effective date in the request below to be for a future pay date.' Below the banner are sections for 'Federal Tax Withholding' and 'State Tax Withholding', each with a red message: 'Your federal withholdings request has been submitted.' and 'Your state withholdings request has been submitted.'