

# HOW DO I CHANGE MY W- 4 DATA?

## **YOU MUST FIRST OPEN EMPLOYEE SELF SERVICE**

From a FWISD networked computer: Sign on using your User ID and password. Go to <https://ess.fwisd.org/mss> or use the [Employee Self Service](#) link under [Tools & Resources](#) on the right side of the Educator page.

From a non-networked computer: Go to <https://ess.fwisd.org/MSS>  
When prompted, enter your FWISD User ID and password.

Click on Employee Self Service on the left side of the screen

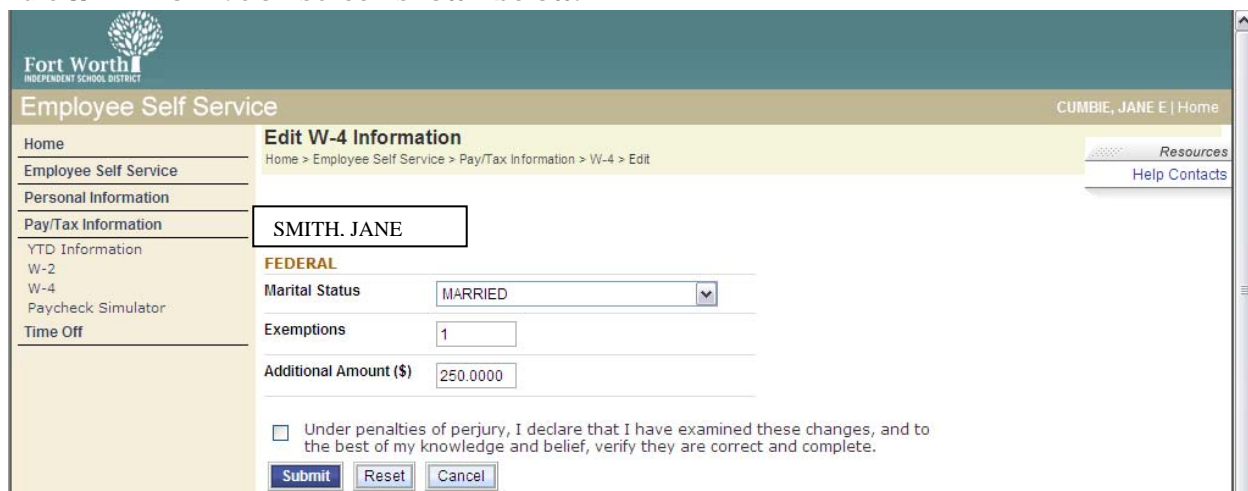


Click on [Pay/Tax Information](#)

Click on [W-4](#) to see your current W- 4 information



**To make changes, click on [Edit W- 4 Values](#) on the TOP RIGHT side of the page to access Edit W- 4 Information screen shown below.**



**Make desired changes. PLEASE NOTE: In the Marital Status drop down box, the only valid choice is Married or Single. The other choices in the drop down box are not valid.**

**When you have completed your changes, click [Submit](#). You will be notified by email when your W- 4 information has been updated in the Payroll system.**

**Please contact HCM/Employee Records at 817.814.2760 if you need assistance.**